North Central Region

Project Engineer Guide

2021 AASHTOWare Project Construction Edition

TABLE OF CONTENTS

The NC Region PE Guide provides guidance for leading construction projects in the region and instructions for administering the contract in AASHTOWare Project Construction (AWPConstruction) web-based system. This construction oversight manual is used in conjunction with AASHTOWare Project Knowledge Base (AWPKB), Standard Specifications, and the Construction & Materials Manual (CMM).

PRIOR TO CONSTRUCTION

CONSTRUCTION CONTRACT ADMINISTRATION - SYSTEM/SOFTWARE

AASHTOWare Project Construction

Construction contracts for projects LET in September 2020 or later are administered in AASHTOWare Project Construction (AWP Construction) web-based system. This system replaced FieldManager, FieldBook, Field Information Tracking FIT, CAS, Project Tracking. Project Engineers (PEs) use this system to enter daily work reports, daily diaries, item quantity usage, contract change orders, generate pay estimates, etc.
Guidance and instructions are found on the AASHTOWare Project Knowledge Base (AWPKB) information website under the heading *Construction/How to Administer a Construction Contract*.

Project Engineers, Inspectors, Project Managers, Supervisors, Chiefs, Contracts Specialists, Compliance Specialists, Utility Coordinators, and Prime Contractor Reps are among the list of users that need AWP accounts in order to modify and enter project data in the application. Accounts expire three years after activation. Refer to AWPKB information website under the heading *AASHTOWare Project/Account Request, Renewal, and Approval Process* for more information on obtaining an account.

Mobile Inspector Progressive Web App (PWA)

Project Engineers and Inspectors can use Mobile Inspector Progressive Web App (PWA) to enter daily work reports on any mobile device. No download required. This web app was developed for Android, Apple and Window devices. Refer to AWPKB website under Contract Progress/Mobile Inspector for Mobile Inspector instructions.

Tip: Bookmark *AWPKB/Construction/ How to Administer a Construction Contract* for easy AWP Construction instructions and guidance at your fingertips! Here's the link:
https://awpkb.dot.wi.gov/Content/constr/LETContract/HowToAdminConstrContract.htm

Legacy ACM Programs

***NOTE:** Construction contracts for projects LET August 2020 or earlier will continue to use the legacy Automated Construction Management (ACM) programs (FieldManager, FieldBook, FIT, CAS, Project Tracking).*
Refer to the NC Region PE Guide 2021 FieldManager Edition.

Material Information Tracking (MIT)

AWP Construction is NOT replacing MIT (at this time). The Materials Information Tracking System will continue to be used to enter material reports for all LET contracts for several more years. If MIT is required to perform construction oversight duties for the project, the PE needs to contact DOT IT Service Desk (1-800-362-3050) to open a ticket and request the Materials Information Tracking (MIT) program be installed on their computer.

PE Action:
- ✓ If needed, contact DOT IT Service Desk to open a ticket and request the Materials Information Tracking (MIT) program be installed on the PE computer.

BOX.com

BOX is a cloud-based computing business system which provides file-sharing, collaboration, and other tools for working with files. WisDOT uses BOX.com to collaborate on project's documents, photos, files, finals, etc. The Box Construction Project File Structure Guidance for saving project files in BOX cloud environment can be found in PANTRY under Statewide Manuals and Guides. The Contracts Specialist (CS) will assign the PE editor permissions, if required, to the BOX construction project directory allowing access to edit, download and upload files. Additional project staff can be granted access through a PM approved email request sent to the CS.

HIGHWAY CONSTRUCTION CONTRACT INFORMATION (HCCI)

~~– Bid ing~~

WisDOT's process for bidding on highway construction projects is outlined in the HCCI Bid Letting internet site: https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/default.aspx . Links on this site include:

- **Bid Letting**: links to construction bid letting information including Counter Sheets, Plans, Proposals and Addenda, Approved Contractors contact information, List of plan holders, As-Read Bid Results, Summary of All Bids Received (includes all bids total dollar amounts), and All Bids Received (includes quantities and amounts for each bid item)

- **Bid Express**: website available to WisDOT employees and consultants (for a subscription fee) can be used to gather data for contract change order prices (search by letting, contract ID, bid item, description, county, quantity) https://www.bidx.com/site/home

- **Contract Payments**: Construction Contract Payment Viewing System (CCPVS) contains list of vouchers, pay period, amount paid, retainer, bid items with dollars and quantities paid, and can be searched by contractor, contract ID, project ID, or region (requires WAMS ID)

- **Contracting Information**: forms, manuals, Additional Special Provisions (ASP), reports (Average Unit Price List, Contract Logs-status of contracts from letting through execution, Finals Status Statewide Report, Fuel Cost Adjustment Indexes, Steel Price Factors)

Highway Construction Contract Award

The highway contract is awarded to the contractor, AWP Construction emails a notification to the CS that the project contract has transitioned from Preconstruction to Construction in the AWP system and is open for modification by Compliance Specialists and Contract Specialists.

Financial Integrated Improvement Programming System (FIIPS) reports funding information for individual projects broken down by categories. CS will run the category summary report for contracts after award notification. Consultants may request this report from the CS.

- FIIPS/Summaries/Category Summary

CS Action:

✓ Run the FIIPS Project Summary Log Report (that lists funding for the contract by project ID and category) and save in the BOX project directory after the construction contract is awarded.

Highway Construction Contract Execution

The contract is executed after DTSD Bureau of Project Development (BPD) has obtained the required documents including the contract, performance and payment bond containing the appropriate signatures and seals, the Disadvantaged Business Enterprise (DBE) commitments, signed by DBE office, that were submitted by the contractor as part of the bidding process, and the DT25 signed by the Governor and BPD Director.

PRE-CONSTRUCTION TASKS…

AWP Construction – Contract Prep/Activation~~– Bid ing~~

DTSD Proposal Management Section enters the execution date contracts in AWP Construction, and an email notifies the CS that the contract is executed and ready to be activated. Before activating, the CS enters the preliminary project staff, region, verifies site time and funding. The AWPKB website provides a complete list of processes and dates that must be completed before a contract can be activated. These include specific dates on the Informational Times Tab, making sure the award notification is complete, consultant contract is approved (if applicable), FIIPS and construction contract match, and the general, administrative, and contract authority tabs have been assigned.

CS and OBOEC Compliance Specialist (OCS) complete most of the data entry for contract setup before activation as described below:

AWP Construction Contract Preparation (See AWPKB website Contract Preparation for detailed instructions)

CONTRACT PREPARATION - information entered to set up the contract:

- General Tab: CS assigns the PE, PE Office, PM, SUP roles
- Additional Information: … *nothing to enter* at this time
- Administrative Offices Tab: CS enters the Region and Central Office
- Contract Authority Tab: CS assigns roles to PE, PM, Sup, Chief, CS, CompSpec, Util
- Site Times Tab: CS verifies site times
- Informational Times Tab: OCS enters Request to Sublet dates
- Funding Tab: CS verifies funding
- Locations Tab: CS verifies county and region

AWP Construction Contract Activation (See AWPKB website Contract Activation for detailed instructions)

CONTRACT ACTIVATION – CS activates the contract after the construction contract has been executed and the consultant contract approved (if applicable):

- Informational Times Tab: CS verifies the Awarded Date, Execution Date, Let Date, Price Adjust Base Date are entered and accurate prior to activating the contract
- CS activates the contract

BOX Construction Project Directory

WisDOT PE and field staff have full access to BOX project directories. The CS will assign consultant PE editor permissions for the BOX construction project directory. The consultant PE should send an email to the PM and CS requesting permission be granted for additional consultant field staff as needed.

Plans and Specials

The region will provide the PE with hard copies of the LET plans, special provisions and addendum. Electronic versions of these files can be found in the BOX construction project directory under the Plan/Let folder. It is expected the PE will have a thorough understanding of the project. The PE will prepare all documents that are required for use, including materials documentation, quantity documentation, and diaries (if applicable), prior to construction starting.

PE Files

The PE File is a compilation of documents that provide the PE with necessary design information for constructing the project (formerly known as 'gray box' files). The CS arranges for the files be saved in the BOX construction project directory under DesignLinks/PE File. The files typically consist of the Plan Letter, Contract Time for Completion, Certificate of Right of Way, Utility Status Report, the AASHTOWare Estimate, Notes to Construction, Soils Report, News Release Information, Public Involvement Plan, Project Agreements, As-Staked R/W Documents, Statement to Construction Engineer (Form RE1528), 404/401 Permits, Wetland Tracking Form, Approved TMP (pdf, CADD and Word docs), Traffic Signal Timing (if not included in plan), Utility Work Plans, Survey Notes – Tie Sheets, Metadata (store in des metadata folder)/Contractor Staking Packet (see CMM 7.10.3), Miscellaneous Quantities Spreadsheets, Contractor's Q&A during the bid process.

CS Action:

- ✓ Set up and Activate the contract in AWP Construction after the highway construction contract is executed and all necessary processes are complete. An automated email is sent notifying the PE to begin administering the contract in AWP Construction.
- ✓ Assign consultant PE editor permission in BOX construction project directory after the highway construction contract is executed. WisDOT PE have full access to BOX project files.
- ✓ Distribute plans, specials, and addendum to the PE.

PE Action:

- ✓ Communicate with the PM and Contractor for project startup details (use Start Construction Checklist as a guide).
- ✓ Enter project information in AWP Construction system after getting the notification email that the contract is activated (follow instructions on the AWPKB website under the Contract Setup module).
- ✓ Review the plan, special provisions, addenda, and prepare all documents that are required for use including materials documentation, quantity documentation, and diaries prior to construction starting.

Source of Materials Report (DT1349)

The contractor is required to send a copy of the Source of Materials Report (DT1349) form to the regional materials section, who in turn will distribute a copy to the PE and PM. This form should be sent prior to the preconstruction meeting so that the materials section can address any concerns they have at the meeting. This form (at a minimum) is required to be submitted prior to starting work.

Materials E-Guide

The materials portion of the documentation required by the PE starts with the e-guide. The e-guide is a pamphlet created per project that lists each requirement for documentation required per the material at bidding. The guide is created at http://www.atwoodsystems.com/signin.cfm?gotoPage=/eguide/default.cfm. Also located at this link is reference on how to create and edit the guide.

As a reminder, if a contract change order (CCO) is added to the project or if the project has SPV items – materials guidance must be created for these items. A copy of the e-guide should be sent to the Region Materials Section for review and once approved, a copy should be given to the contractor. It is preferred that the contractor's copy should be available by the preconstruction meeting.

Further material sampling and testing methods can be found in the CMM 8-50.

PE Action:

- ✓ Prepare the materials e-guide, if required.

(WPDES) Wisconsin Pollutant Discharge Elimination System

General Construction Storm Water Discharge Permit

Prior to the start of construction the PE reviews the contract for environmental commitments, including WPDES inclusion. If STSP 107-056 is included in the contract, the PE enters the permit coverage start date in AWP Construction (See AWPKB website Other Contract Administration Procedures for detailed instructions) informs the CS that the permit is required and supplies the permit coverage start date. Reference to the WPDES should be included in the erosion control implementation plan submitted by the contractor. A copy of the permit is required to be displayed in the field office.

PE Action:

- ✓ Prior to the start of construction, enter the WPDES General Permit Required (Yes or No) and Permit Coverage Start Date in AWP Construction, and notify the CS of WPDES permit requirement.

Erosion Control Implementation Plan (ECIP DT1073)

Per section 107.20 of the Standard Book of Specifications, section 6-45.2 of the Construction Materials Manual (CMM), and TRANS 401 the contractor is required to submit an ECIP for a project if there are erosion control bid items included with the plan, contains "Removing Old Structure Over Waterway" STSPs, or if there are waste sites to be documented.

The Contractor completes the ECIP 1073 form and submits to the PE. The PE enters the date received from the contractor in AWP Construction and saves the document to the BOX construction project file and sends an email notification to the Region Storm Water Erosion Control Engineer (SWECE). The PE reviews the ECIP for compliance to the plan and specials, to the staging of work, and to all state and government regulations. The SWECE will review, coordinate, and provide comments with the Department of Natural Resources (DNR) and United States Army Corps of Engineers (USACE), as required by the 404 process and defined in the Special Provisions. The SWECE sends the PE an ECIP Review Memo recommending approval or requesting revisions prior to, or at, the Preconstruction Meeting. The PE forwards the ECIP Review Memo to the contractor. The contractor resubmits the ECIP for approval if necessary. The PE enters the approval dates in AWP Construction and saves the ECIP and Review Memo in the BOX construction project file.

On larger scale projects, the SWECE may request an onsite meeting with the DNR, the contractor and their appropriate sub-contractors, as well as the PE and the PM. This meeting helps expedite the process by allowing for a project walk-through and face-to-face comments to convey and address concerns.

Amendments are required whenever there are significant changes to the schedule or erosion control practices. Amendments follow the same process as the initial ECIP. Any revisions to the ECIP need to be documented in AWP Construction.

PE Action:

- ✓ Enter ECIP Required (Yes or No), the contractor submittal date and ECIP approval dates in AWP Construction ECIP Agency View.
- ✓ Save contractor submitted ECIP to BOX construction project files and send notification email to SWECE

Verify R/W Points

If the project does not have the item for locating survey monuments, it is the PE and project staff's responsibility to review the existing right of way (ROW) for pins and markers that may be disturbed during construction and document them on the As-Staked ROW Sheet. This document needs to be submitted to the contractor. At the completion of construction, another walkthrough will need to be completed to identify any missing or disturbed monuments. The contractor is responsible for re-setting any disturbed monuments.

PE Action:
- ✓ Prepare the As-Staked ROW sheet and submit to the contractor, if applicable.

Shop Drawings

Shop drawings received in the region office will be saved in the BOX construction project directory for the PE to access. The PE is responsible to review the shop drawings for approval unless otherwise noted in the applicable section of the CMM.

PE Action:
- ✓ Review shop drawings for approval, if applicable.

Railroad Insurance

If there is a special provision in the project proposal regarding railroad insurance, the contractor is required to submit verification of insurance to the Region Railroad Coordinator prior to **any work** starting on the project. The Region Railroad Coordinator will attend the preconstruction meeting to discuss the insurance and any other concerns at that time. If the PE has any questions regarding the railroad and the project at any time, the PE should contact the Region Railroad Coordinator.

Logging Haul Roads/Before Construction Photos

Prior to any removals taking place on the project, a walkthrough should be taken with a camera. At the start of construction, pictures should be taken of any private property impacts, entrances, or areas of concern to show conditions prior to construction. Projects should be documented and overviews prepared in anticipation of submittal for construction awards.

Any haul roads that are not state highways or truck routes should also be logged (videotaped) prior to construction to show the existing conditions of the proposed haul roads. This should be done slowly, zoomed in on the pavements, but far enough away to show landmarks as reference points. Crossroads should be called out as driving as further reference points on the video. Once the contractor has completed hauling on the roadway, the road should be logged again.

PE Action:
- ✓ Prior to construction, take before photos of the project site and log haul roads.

Wisconsin Lane Closure System

http://transportal.cee.wisc.edu/closures/

All state projects are required to post closures at the link listed above. Access to get an ID and basic instructions on how to use the site, as well as a replica site to practice on, is available at the link above.

A Lane Closure System (LCS) entry is required for a let project, planned maintenance project, utility work, emergency closure, or special event that closes the road or restricts traffic on the state, interstate or US highway systems.

Information is typically required with the following advanced notification lead times. Check your special provisions for information specific to your project.

Lane and shoulder closures*	7 calendar days
Full roadway closures*	7 calendar days
Ramp closures*	7 calendar days
Detours*	7 calendar days
Lane closures**	3 business days
Ramp closures**	3 business days
Modifying all closure types**	3 business days

*With height, weight, or width restrictions. (Available width, all lanes in one direction < 16'.)
**Without height, weight, or width restrictions. (Available width, all lanes in one direction ≥ 16'.)

Specific closure information indicating when and how long the closure or restriction will be must be input.
(e.g., a two-month period stating the road may be closed occasionally is not acceptable.)

Full roadway closures must be entered directionally with a separate record for each direction.

Definitions:

- Daily/Nightly Closure: Occurs each and every day or night.
  Example: 10/1/2019 – 11/15/2019, 7:00 a.m. – 5:00 p.m. The cones are dropped at 7 a.m. each day and picked up at 5:00 p.m. each day.

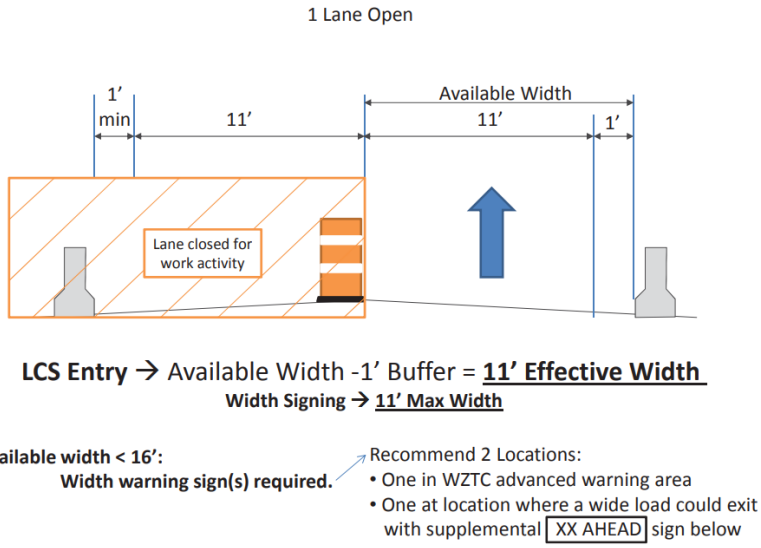
- Weekly Closure: Reoccurs each week on a specific day(s).
  Example: 10/1/2019 – 11/15/2019, 7:00 a.m. – 5:00 p.m. The cones are dropped at 7 a.m. every Monday and picked up at 5 p.m. every Friday.

- Continuous Closure: More than 24 hours and less than 2 weeks.
  Example: 10/1/2019 – 10/4/2019, 7:00 a.m. – 5:00 p.m. The cones are dropped at 7 a.m. on October 1st and picked up on at 5 p.m. October 4th.

- Long Term Closure: 24 hours a day lasting more than 2 weeks.
  Example: 10/1/2019 – 11/15/2019, 7:00 a.m. – 5:00 p.m. The cones are dropped on October 1st and picked up on November 15th. (Note - end date is usually modified as end of closure gets closer.)

Any long-term closure (more than 2 weeks) requires the user to go back into LCS and "complete" the closure when the need for it ends. Closures lasting for less than 2 weeks will automatically be completed and removed from the system. The effective width for all restrictions must be entered for each closure, except for full closures. Effective width is calculated as the distance between the pavement edge and the traffic control minus 1 foot. In the entry's internal comment or width restriction location section, give the calculation for the effective width (e.g., 12' lane + 4' shoulder – 1' buffer = 15' effective width).

Width Restrictions and Lane Closure System



Closures and restrictions on priority routes require review and approval by the NC Region Traffic Engineer (RTE).
NCR priority routes are:

- I 39
- US 10
- WIS 29
- US 51 (South of US 8)

To obtain this review and approval follow the instructions below.

- Submit your LCS entry to get the Closure ID (upper right corner of the system closure).
- Email the LCS ID(s) along with the project number, stage/phase, a brief description of the work to be completed under the closure, and any noteworthy information to the RTE.
- The RTE will review the LCS closure entry request to ensure they meet the timelines and policy and review it for other work coordination.
    - If in agreement, the RTE accept the LCS entry and reply to the original email that the closure has been approved.
    - If there are questions or concerns, the RTE will work with the PM/PE to resolve prior to approval.
- If weather or project changes occur after the closure has been submitted, the PM/PE shall work with the RTE to adjust or modify the LCS entry.

Oversize / Over-width / Over-height Permits:

- Annual Permits: Moves loads up to 15 feet wide. Uses the Wisconsin Travel Info 511 system for routes.
- Single Trip Permits: Issued per trip. Uses the Wisconsin Travel Info 511 system for routes.
- Reviewed by the NCR Traffic Permit Coordinator

PE Action:
✓ Submit LCS entry for review and approval, if applicable.

Sublet Request (DT1925)

Once a contract has been awarded, the contractor will submit a Sublet Request Form (DT1925) for all subcontractors on the project to the OBOEC Compliance Specialist (OCS). The OCS approves and sends copies to the PE and PM. The PE enters the subcontractor information in AWP Construction (see AWPKB website Contract Preparation for detailed instructions). Reference CMM 2-60.1 and Standard Specification 108.1 for more subcontracting details.

PE Action:
- ✓ Enter the subcontractor information in AWP Construction. .

OCS Action:
- ✓ Enter the Request to Sublet dates in AWP Construction under General/Informational Times.

Crew List

The crew list is a document held by NCR as a contact list for construction staff during the season. The CS is responsible for the Crew List. Before construction starts, the PE emails the CS the following information:

- Contract ID, Project ID, Highway, County
- Personnel, Mobile Numbers of Field Staff
- Prime Contractor
- Completion Date
- Detour Information
- Traffic Control Contact and Phone Numbers
- Field Office Phone Number

The PE notifies the CS of any changes to the above information immediately.

PE Action:
- ✓ Send project crew list information to the CS.

Weekly Construction Update

The NC Region Communication Manager (RCM) distributes a weekly press release to the public and media containing your updates on active construction projects. PEs are responsible for updating their individual projects.

1. Updates are expected weekly, due no later than close of business every Wednesday.
2. Provide updates in red, whatever has changed needs to be noted.
3. Avoid using acronyms or technical terms. Keep as generalized as possible.
4. If your computer is not working, call the RCM with your update. However, the requirement is to send by email. This is only for unique exceptions if a computer is inaccessible.
5. Email advisories to the Region Communication Manager and Cc: your PM and Project Supervisor.

PE Action:
- ✓ Send weekly construction project updates to the RCM.

Contractor's Schedule of Operations (DT1997)

As required by CMM 1-65.2 and Standard Specification 108.4 the contractor will submit a progress schedule to the PE at least 14 days prior to the preconstruction meeting. The PE reviews the submitted schedule, compares it to the requirements in 108.4, and accepts the contractor's initial schedule or requests additional information within 5 business days after the preconstruction meeting. Save the accepted schedule in the BOX construction project file under Schedule/Initial, and revised schedules under Schedule/Updates. Label the approved contractor schedule accordingly.

PE Action:

- ✓ Review, accept and approve the contractor's schedule and save in the BOX construction project file.

PRECONSTRUCTION MEETING

Scheduling the Preconstruction Meeting

Prior to start of construction, a preconstruction meeting is scheduled to discuss details of the project. General guidelines are given in CMM 2-26.

The Contractor typically contacts the PE or PM to schedule the preconstruction meeting. The meeting is required to be scheduled a minimum of two weeks from the day the invitations are sent. Verify with the contractor that the ECIP has been submitted to the regional office. If the ECIP has not been submitted, the meeting should not be scheduled. If it is getting late in the season, or there are time restraints on the project, the PE can take the initiative and set up the meeting. Preconstruction meetings are typically held virtually using the Microsoft TEAMS application. The PE should contact the CS to schedule the meeting. Certain situations may benefit from holding in-person meetings, the PE should prepare a justification and discuss with the PM if they want to explore this possibility.

The preconstruction invite form is located on the NCR Pantry site (PreConInviteForm.pdf). The PE is responsible to fill out the form indicating the parties that should be invited to the preconstruction meeting, and send it to the CS. The CS is responsible for preparing and sending the precon meeting invitations.

The preconstruction agenda template is located on the NCR Pantry site (PreConAgenda.docx). The PE is responsible to fill out as much of the agenda as possible, delete any portions that do not pertain to the contract, and send to the PM for review. After the PM has reviewed the agenda, the PE will send the revised agenda along with the contractor's submitted progress schedule to the CS for distribution to the invited participants prior to the meeting. The PM or PE will use this agenda to run the preconstruction meeting.

Preconstruction Meeting Minutes

Minutes should be recorded during the preconstruction meeting. The PE will finalize the minutes within one week of the meeting. Send minutes to the CS along with a copy of the approved (signed) contractor's progress schedule, and list of attendees for distribution.

PE Action:

- ✓ Fill out the precon meeting invite form and agenda. Send these documents along with the submitted progress schedule to the CS so they can schedule the virtual preconstruction meeting.
- ✓ Send finalized precon meeting minutes, approved schedule, and attendee list to the CS for distribution.

CS Action:

- ✓ Schedule the virtual preconstruction meeting in TEAMS, send meeting invites, and enter the mtg info in AWP Construction.
- ✓ Send meeting minutes and approved progress schedule to participants.
- ✓ Update NCR crewlist with construction project details.

START CONSTRUCTION

NOTICE TO PROCEED

Work is not allowed to begin prior to the contractor receiving written notification to begin work, as specified in the Standard Specification 108.3 and CMM 2-22.1. This letter can be used to contractually force the contractor to start a contract if it is getting late in the season or there are other time constraints on the contract. A notice to proceed can only be issued if the following items have been done:

- A Notice of Execution has been given to the Region Office.
- The ECIP has been approved.
- A Request to Sublet has been approved.
- The regional office has received a satisfactory work schedule.
- A preconstruction meeting has occurred.
- The contractor has submitted Source of Materials form.
- A field office has been setup and is ready for use by construction staff (if required in the contract)

Send an email to the CS requesting a Notice to Proceed letter be sent. The CS will prepare the letter, obtain signatures and distribute to all parties. The CS will enter the Notice to Proceed date in AWP Construction.

The PE must enter the date the time charges started on the contract as 'Time Charges Start' in AWP Construction on the Contract Administration/ Site Times/Site 00/Units and Dates Tab (See AWPKB website Contract Status Dates Agency View for detailed instructions). Estimates cannot be processed without this date in AWP Construction.

The PE must enter the date the contractor begins any onsite work on the contract as 'Construction Start (Work Began)' in AWP Construction, including staking, traffic control, etc. (see AWPKB website Contract Status Dates Agency View for detailed instructions). This can, and in most cases, will be different from the Time Charges Start Date.

PE Action:

- ✓ Send email to CS requesting Notice to Proceed letter be sent.
- ✓ Enter the Time Charges Start date in AWP Construction to start time on the contract.
- ✓ Enter the Construction Start (Work Began) date in AWP Construction.

CS Action:

- ✓ Send Notice to Proceed letter to contractor.
- ✓ Enter the Notice to Proceed date in AWP Construction.

CONDITIONAL NOTICE TO PROCEED

In certain instances, the contractor may request a Conditional Notice to Proceed for the items of survey and traffic control, and placement of a Portable Changeable Message Sign (PCMS). The PM must agree to this prior to this being sent. Send an email to the CS requesting a Conditional Notice to Proceed letter be sent. The CS will prepare the letter, obtain signatures and distribute to all parties. The CS will enter the Conditional Notice to Proceed date in AWP Construction. Subsequent Conditional Notice to Proceed letters may be sent as needed.

CS Action:

- ✓ Send Conditional Notice to Proceed letter to contractor.
- ✓ Enter the Conditional Notice to Proceed date in AWP Construction.

WISCONSIN LANE CLOSURE SYSTEM (LCS)

Once construction has started, the PE is responsible for maintaining and updating the LCS as necessary, throughout the length of the project. Make sure to meet contract requirements for lead time in LCS. If adjustments need to be made outside of the required lead time, contact the region traffic engineer.

PE Action:
- ✓ Maintain and update LCS as required: http://transportal.cee.wisc.edu/closures/

TRAFFIC MANAGEMENT PLAN (TMP)

Review the TMP for accuracy. If major changes take place to the construction staging or if traffic impacts end up being different than what the TMP predicted, make an amendment to the TMP. The construction PM can add this document to the TMP.

PE Action:
- ✓ Submit TMP amendments to PM as needed.

FIELD OFFICE

Enter field office information including telephone, address, and directions in AWP Construction under the Additional Information tab (see AWPKB website Contract Setup for detailed instructions).

PE Action:
- ✓ Enter Field Office information in AWP Construction.

DAILY WORK REPORTS (DWR)

Inspector Daily Work Reports (DWRs) are used to track men and hours for each contractor on site plus equipment and item postings. DWRs are REQUIRED for each day that a contractor works at the job site. See CMM 1-60.2 and the Construction Critical Inspection for additional guidance on how to prepare and what is required for inspector's documentation in the work report. The PE and Inspectors should discuss data entry requirements for DWRs with their PM for each contract.

The Inspector will enter the DWR in AWP Construction (see AWPKB website Contract Progress for detailed instructions). Existing DWR must be in draft status in order to be edited. DWR data entry is broken down into these key areas: General, Contractors, and Postings:

- General tab: Enter general information about the DWR including the date, inspector's name, weather, temperature, and remarks/inspector's comments.
- Contractors On Site tab: Record if the contractors or any subcontractors were on the job site on the DWR date by selecting one or more contractors to add to the DWR. Provide time frame and number of hours worked for each contractor
    - If this is a DWR with item postings, all subcontractors and the prime contractor associated to the items to be paid MUST be selected. Note 0 hours if they are not working on site on the date of this DWR
    - NOTE: The Start Time and Stop Time fields do not appear in Mobile Inspector. If these fields are required to document the time the contractor was on site, the fields will need to be entered in AWP Construction by editing the Mobile Inspector DWR after syncing it. Change the status of the DWR from Pending Approval to Draft before making any field changes (Component Actions Menu/Change to Draft).
- Contractor Equipment tab: Record the type of equipment, number used, hours used, hours idle and comments for the DWR date.

- Contractor Personnel tab: Record personnel on the job site for the DWR date including worker job classification/description, number on site, hours on site and comments.
- Postings tab: Record item postings and include quantity posted, stationing or location, and comments.
  - Before adding item postings, all subcontractors assigned to the items to be posted MUST be added on the Contractors On Site tab.
  - If no subcontractor is added for the item to be posted, the Contractor field will default to the prime contractor. Go to the Contractors On Site tab and add the subcontractor.
  - If a subcontractor assigned to the item is listed as a Contractor On Site, the subcontractor will appear by default for the Contractor field.
  - If multiple subcontractors are assigned to the item to be posted, the Contractor field will be blank. Select the appropriate subcontractor.

The PE and Inspectors should discuss the DWR approval process to determine if the Inspector will approve their own DWRs or if the PE will review and approve all DWRs for the contract (see AWPKB website under Daily Work Report (DWR) Approval Process for more details).

Once an approved DWR is associated to a payment estimate, the DWR cannot be placed in draft status and edited. A new DWR will need to be created to offset any item posting errors, equipment or personnel selection errors, or add additional comments that were not part of the original DWR.

Inspector Action:
✓ Enter Daily Work Reports in AWP Construction.

DWR for postings

Comments are a critical part of the item posting in AWP Construction Daily Work Reports. The comments identify the source location of the quantities entered. The PE will be held accountable for verifying all quantities that go into AWP Construction for payment. It is recommended to use the simplest method for source documents.

The Item History to Date (IHD) report is generated out of AWP Construction in pdf format. When feasible, source documentation should be scanned or saved in pdf format and referenced to the IHD. Electronic spreadsheets, workbooks and documents are encouraged over the use of standard field books (whenever possible, electronic final records submittals are encouraged over paper/hard copy final records submittals). Electronic versions of Pantry spreadsheets, and tickets are typical reference source documents. If using standard field books, ensure they are numbered for easy reference. It is extremely important that the remark in the posting is documented correctly (e.g. See field book #3, page 6). Remember, try to look at documentation from the auditor's point of view, who has never been on the project and is trying to justify how and why the payments were made. Record keeping examples can be found in the appendix.

- *Tickets*
  There are several methods for tickets. Use the contractor's computerized tickets if they are numbered consecutively, can verify that all the material was used on the project, and equals the total on the last ticket. If they are not computerized tickets or not consecutively numbered (ie: missing tickets), Pantry spreadsheets must be used to check tares and net weights. Put the date and location on the spreadsheet and fasten it to the tickets. If a breakdown of category/project totals needs to be shown, make sure this is clearly reflected on the tickets or a summary sheet that is placed with the item in the Item History to Date Report (e.g. see asphalt tickets dated 5-10-2009 - mark if broken down by Project ID or Category)
- *Estimated Quantities*
  Often entries are made based on estimated quantities. To use an estimated quantity, computations on how it was estimated and where the estimate is documented is needed to show how it is justified. Make sure the posting reflects the correct location of the estimated item placement.
  Items that may be estimated include borrow, excavation and earthwork – items that cannot be measured accurately until the project is nearing completion. The intermediate quantities are estimates of the work

complete at the end of the workday, week or other point in time. These intermediate estimated amounts should be entered into AWP Construction using "Estimate Only."
When the item is measured, or the unit is completed, the final quantity can be entered and properly documented. The estimated quantity should be subtracted in full and a new positing should be added for the entire measured quantity (e.g. negative accounting entry made to eliminate estimate amounts paid to date.)
The PE should reference source documentation, e.g. See Sheet XXX.XXX.

- *Direct Entry*
  Direct Entry is an appropriate remark when individual quantities don't require measurement or any additional information from what can be entered as station/location or entire project (particularly LS and Each items). If the posting references any source document sheets, it is not a Direct Entry.

DIARIES

The Diary (Engineer's Diary) is the primary record of the daily work performance of the contractor(s). See CMM 1-60.1 for additional guidance on how to prepare the diary. The PE is required to complete the diary, for all types of contracts, in AWP Construction (see AWPKB website Contract Progress for detailed instructions).
Note the following Diary requirements:

Requirements:

- Project Engineers MUST have a Daily Diary entry for each day of the week including Saturdays, Sundays, and holidays unless time has been suspended.
- If no work is done by the contractor or a subcontractor, this should be noted in the diary (e.g. "No work") under Daily Diary Remarks.
- For working day contracts (referred to as Available Time contracts), input under the Contract Times tab must include hours available, hours worked, controlling operation, and original time charged.
- Weather, Contract Time and Inspector remarks can be imported from the corresponding DWR(s) once the DWRs are approved.
- Diaries are locked automatically when they are included in an approved payment estimate. There is no approval process (formerly referred to as generate in the legacy systems). No intervention is required on the part of the Project Engineer. When the payment estimate is created, diaries created since the last payment estimate through the date of the new payment estimate become part of the payment estimate.
- When diaries are locked and included in an approved payment estimate, the diary cannot be edited or and it cannot be deleted from the contract. Approved item quantities and time charges are included in the payment estimate.
- The estimate number for a locked diary is listed on the Contract Progress Summary | Diaries component.
- If daily diaries are not entered on a regular basis, Compliance Specialists cannot accurately monitor and correct possible discrepancies for the contractor and subcontractors working on the project on a weekly or bi-weekly basis.
- On a carryover project, state "No worked will be performed on this project until MM/DD/YYYY." on the last day worked. Resume the diary in the spring with the first diary stating "First day worked since MM/DD/YYYY." Place this information in the Daily Diary Remarks.

Diary entry in AWP Construction is broken down into three key areas: General, DWR, and Contract Times.

- General tab: Enter general information when creating a new Diary entry including the date, author, weather, temperature, and remarks.
- DWR tab: The PE and Inspectors should discuss the DWR approval process to determine if the inspector will approve their own DWRs or if the PE will review and approve all DWRs for the contract. DWRs automatically associate with a Daily Diary when they are part of the same contract and share the same date. Once the DWR is approved, (either by the Inspector or the PE), the remarks can be added to the Diary.
- Contract Times tab: The PE is required to charge contract time on active working days sites only.

Once contract time is complete, daily diaries are only required if the contractor is working or additional contract documentation is needed.

As part of the Finals process, the PE will generate a historical report, in PDF format, of all the diary entries in AWP Construction and save that file in the BOX construction project directory under Finals/Reports. There is no requirement to print hard copies of the diaries from AWP Construction.

PE Action:
✓ Enter daily Diary in AWP Construction.

PAYMENT ESTIMATES

The PE will create the payment estimate in AWP Construction (see AWPKB website Contract Progress for detailed instructions). An estimate should be sent every two weeks at a minimum, if the payment due to the contractor is over $1,000 or if a certain subcontractor has completed work (refer to Standard Specifications 109.6.2).
See CMM 2-36 for additional guidance estimates and contractor payments.
Things to consider before creating an estimate:

Info:
Here are some things that Project Engineers should consider before creating an estimate:

- All DWRs to be included must be approved and diaries created prior to creating a payment estimate.
- Project Engineers may create a change order to extend contract time to avoid liquidated damages or disincentives.
- The Actual Completion (Time Charges Stop Date) must appear for each COMPLETED contract site if time has stopped on this site. If the contract site is completed on time, the estimate will not calculate liquidated damages or disincentives.
- If the total dollar amount of the estimate is a negative amount and cannot be avoided, DO NOT submit the estimate for approval. Contact your Project Manager or Supervisor immediately for guidance.
- Each contract is unique and Project Engineers should communicate with their Project Manager and Contract Specialist if an estimate is questionable.
- Only one estimate should be created per day. If there are issues with the estimate, they should be corrected PRIOR to submitting for approval. If the errors are not caught, a new offsetting payment estimate will need to be created the following day.
- An estimate can be created to pay for stockpile items before the main site 00 is active.
- On some contracts there may be multiple staff assigned the same role with contract authority to a contract (e.g. Project Engineer, Project Manager). Staff should identify internally who is creating and submitting the payment estimate for approval with the understanding that multiple staff may have the ability to create and approve a payment estimate **BUT ONLY ONE** staff member per role can perform these steps.
- Negative estimates must be acknowledged on the Payment Estimate Exceptions tab. Go to Handling Negative Payment Estimates for more details.

It is important to note which fiscal year the work was completed in. Each estimate should include when the work was completed, breaking for the Fiscal Year, in the comments field.

Example 1: *Work on this estimate was completed June 8 – 10, 2016.*
Example 2: *$380,000 of this estimate was complete June 27 – 30, 2016.*
$420,000 of this estimate was complete July 1 – 6, 2016.

There are four types of payment estimates (Intermediate, Semi-Final, Final, Post-Final).

- CS will inform the PE if the required paperwork has been submitted for the semi-final and final estimate
- Post-Final used only if an additional estimate is required after the final estimate

When the estimate is ready for approval, the PE will email the PM a pdf copy of the Estimate and Amount Balance Report for their review. The PM will approve all estimates in AWP Construction (see AWPKB website under Contract Progress for instructions).

Warning: Once final approval is received for a payment estimate, the payment estimate CANNOT be altered or deleted. A new payment estimate is required to make any corrections or changes to the contract.

The PM will inform their Supervisor and the PE if they are planning to be out of the office for more than two consecutive days, so the Supervisor can approve intermediate and tentative final estimates in their absence. The PE will have to send the Supervisor email notifications of the estimates during this time.

PE Action:
✓ Create payment estimates in AWP Construction.

PM Action:
✓ Review and approve payment estimate in AWP Construction.

STOCKPILES

A construction stockpile is money advanced to the contractor to purchase and store material for an item in bulk quantity (purchased 30 or more days prior to installation). These advanced payments are recovered as work on the item is paid for. Multiple stockpiles may be created for the same item or different items on the same contract. The PE will create the stockpile in AWP Construction (see AWPKB website under Contract Setup for instructions).

The PE creates a new stockpile and enters the required information. The DWR item entries for the stockpile item will be used to recover the stockpile, so as new payment estimates are generated, the system will create a stockpile line item adjustment amount for the item posting. The PE can pause the stockpile recovery if needed. When the PE resumes stockpile recovery, the system will recalculate the stockpile line item adjustment amount with an updated recovery rate when a new payment estimate is generated.

The system can automatically close a stockpile that has a zero balance when a semi-final or final payment estimate is added for the contract based on the values in the Construction Stockpile Close on Semi-Final Estimate and Construction Stockpile Close on Final Estimate agency options.

PE Action:

- ✓ Enter stockpiles in AWP Construction as needed.

CONTRACT CHANGE ORDERS

Contract Change Orders (CCO)s are created to modify contract language, add new items, increase or decrease item quantities, or adjust contract site time (add time to a contract). Categories cannot be added to existing projects. Project staff should review CMM 2-42 and Standard Specification 104.2 for guidance on contract change orders.

- The PE creates the change order in AWP Construction (see AWPKB website under Contract Progress for instructions). The system uses an automated electronic process to approve change orders based on the change order type.
- Once the PE submits the CCO for approval, staff will receive an automated email notification when it is their role's turn to approve the change order.
- When the final approval is received, the PE will generate a historical change order report in pdf format from AWP Construction, save it to the BOX construction project directory under ChangeMgmt/ContractModCMJ/Draft/contractID_CCO#x , and email the CS that the approved CCO#x is saved in the BOX project folder.

The change order type determines the approval levels that are assigned to the change order based on this chart below:

Change Order Type	Description	Approval Levels / Order
ADMIN	Administrative Change Order - Administrative Items, Time Extensions or Contract Modifications (Contract language changes only)	1 – Project Engineer 2 – Project Manager *Additional approval levels can be added including Supervisor, Chief, Contractor, and FHWA.
STANDARD	Standard Contract Change Order If FHWA approval is required, the Project Engineer will add them as an approval group and they will be the final approval group for the change order.	1 – Project Engineer (All) 2 – Contractor (All) 3 – Project Manager (Up to $24,999) 4 – Supervisor ($25,000-49,999) 5 – Chief ($50,000+) 6 – FHWA (Optional – add when required)
MAJORS	Majors Contract Change Order If FHWA approval is required, the Project Engineer will add them as an approval group and they will be the final approval group for the change order.	1 – Project Engineer (All) 2 – Contractor (All) 3 – Project Manager (Up to $99,999) 4 – Supervisor ($100,000-499,999) 5 – Chief ($500,000+) 6 – FHWA (Optional – add when required)
PbM	PbM – Performance Based Maintenance Change Order	1 – County (All) 2 – Project Engineer (Up to $10,000) 3 – Supervisor (Up to $50,000)

Federal Highway Administration (FHWA) approval is needed on all CCO levels if the project is designated as a Project of Corporate Interest (POCI) or Project of Division Interest (PODI).

ADMIN CCO include the following examples:

- a normal increase or decrease in quantities
- the omission of a minor item with no prior costs incurred
- applying a provisions of the contract such as an 800.xxxx item, fuel cost adjustments, etc
- adding an existing item to a different category or project

Reason codes for the CCO are based on the descriptions in the table below:

CR	Cost Reduction	Items to compensate the contractor for cost savings proposals as per Section 104.10 of the Standard Specifications
MI	Miscellaneous	Items not covered by other codes. Examples: On-the-job training, time extensions, utility/railroad conflict, abnormal or poor weather conditions
PC	Plan Change	Addition/deletion of items not originally contemplated, or a changed condition not known during design but determined to be necessary or advisable to construct the project. Example: retaining wall, change in pavement type, extending the project limits, change in scope, change in actual ground compared to borings.
PI	Plan Inadequacy	Addition/deletion of items that are required to build the project but were not included or portrayed inaccurately. Example: concrete flumes, EBS (Unclassified).
RO	Request by Others	Post let items of work added by request from others. Example: request by a city, county, or town official or another agency.
SE	Safety Enhancement	Addition to contract to safely construct the project. Example: traffic control, barrier, or sheeting.
SS	Change/Credit Standards and Specifications	Items modified in original contract due to negotiation of change or acceptance of items of substandard or different specifications. Example: defective material, change in plan to incorporate new standard details, change in asphalt specifications.
UC	Utility Conflict	Compensation or contract time provided to the contractor due to utility conflicts, as allowed by the contract specifications.

A Contract Modification Justification (CMJ) Form is required for all CCOs. The CMJ form is a stand-alone word document, it is not processed through AWP Construction system (a blank CMJ form can be found in PANTRY).

- The PE prepares the CMJ.docx with the justification language for the change order, **DO NOT INCLUDE THE JUSTIFICATION IN THE TEXT BODY OF THE CHANGE ORDER.**
- The PE saves the document in pdf format, electronically signs the CMJ.pdf and emails it to the PM for review/approval at the same time the Change Order is submitted for review/approval in AWP Construction.
- The PM electronically signs the CMJ.pdf and forwards through email up the chain of command if more approvals are required per the change order approval levels chart.
- After all approvals/signatures have been received, the PE saves the CMJ.pdf in the BOX construction project folder under ChangeMgmt/ContractModCMJ/Draft/contractID_CMJ#x and emails the CS that the approved CMJ#x is saved in the BOX project folder.

After all approvals have been received, the CS will process the approved CCO and CMJ pdf files, submit to Central Office thru the OnBase application, and distribute pdf copies through email to appropriate staff. The CS will save the processed CCO and CMJ files in the BOX construction project directory under ChangeMgmt/ContractModCMJ/Executed. When the PE receives the approved notification from the CS they may pay on the CCO.

Local Program CCO

If the CCO is for a local program project, the PE will provide a pdf copy of the CCO, including backup information (justification form, force account calculations, prior approval documentation from FHWA, etc.) to the local official, and the CS. This includes $0.00 modifications.

Force Account

Force Account is for instances where work needs to be completed and the contractor and PE cannot agree upon a price to complete work. The contractor is “forced” to do the work following a procedure in the Standard Specifications 109.4.5 and CMM 2-46. Once the work has been completed, the contactor can follow the claims process if they deem necessary.

Time and Materials
If there is a case of CCO that is not easy to verify a just cost for the item prior to the work being done, and an agreement can be made on profit prior to the work being done, Time and Materials can be done on a project. This process is not as detailed as going to force account. The inspector and the contractor agree prior to the work being done that it will be done at the time of the labor and equipment plus the cost of materials with an agreed upon percentage for profit. The inspector and the contractor agree in the field for the time spent on the work. The contractor submits simple paperwork for the cost of the work and the CCO is written up as a lump sum. The difference between time and materials and Force Account is that the contractor agrees to the work entailed at rates agreed upon prior to the work being completed and there is not as much paperwork to follow through with as the Force Account procedure.

Changing Method of Measurement
Formally known as a supplemental agreement, a CCO can be added when the contractor and PE have agreed to a change in the method of measurement, (e.g. pay plan quantity for an item used on the project.)
Follow procedures in CMM 2-32. A CCO is required for the agreement to be valid.

Railroad Flagging
If the project has a railroad in the construction zone, be aware of the requirements for flagging. If the contract has a special provision indicating reimbursement for railroad flagging costs, be aware that a change order will need to be written using **only** the standard administration code 807.0117 for the cost of the reimbursement. Do not use any other SPV item number. An example of the payment of Railroad Flagging is:

> "The contractor will be reimbursed by the Department for fifty percent of the cost of such services after the completion of the work requiring flagging protection, as provided in Subsection C. of this Special Provision, based on paid railroad invoices."

This requires the PE to receive, from the contractor, a detailed daily log of the flagger's time which includes men, regular hours of work, overtime hours of work, and dates of the work as well as a copy of the cancelled check showing payment for that service. If a contractor fails to provide this information, contact the region's Railroad Coordinator.
The PE creates an ADMIN CCO in AWP Construction to pay WisDOT's fifty percent of the total cost.

Fuel Cost Adjustment (ASP-5)
Additional Special Provision 5 (ASP-5), Fuel Cost Adjustment, provides for cost adjustments on all contracts with an estimated fuel usage of 10,000 gallons or more, to be applied to partial and final payments for selected work items as a payment to the contractor or a credit to the Department. Utilize the administrative item in AWP Construction to create a CCO for a Fuel Cost Adjustment. The PE will need to manually calculate the credits and debits and then adjust the contract accordingly with the CCO. This CCO does not have to be signed by the contractor or supervisor.

The Base Fuel Index (BFI) and Current Fuel Index (CFI) values that are to be used are available to everyone at https://wisconsindot.gov/hccidocs/contracting-info/fuelcostadjustmentcomputations.pdf. This can be used to compute the credit or payment for ASP-5. After the CCO has been added, postings need to be made to the appropriate item. See CMM 2-38.2.4 and the Facilities Development Manual Procedure 19-15-90 (FDM) for further information.

PE Action:
- ✓ Create the CCO and submit for approvals in AWP Construction. Prepare the CMJ document, email for approvals. Save both approved documents as pdf files in the BOX construction project directory notify the CS.

PM Action:
- ✓ Review and approve CCO in AWP Construction and CMJ pdf file through email.

CS Action:
- ✓ Retrieve approved CCO and CMJ pdf files from BOX construction project directory and process accordingly.

PILING RECORD (DT1315)

A piling record should be completed for all new and replacement bridge projects. The form can be found online in Pantry or on the DOT forms page. Complete the form and save as pdf format in the BOX construction project directory under Finals/SubmittedPantryForms as part of the electronic Final Project Records. The regional office will forward a copy to Central Office Bridge Section.

For each bridge with piling, a test pile needs to be completed. Mark out one length of piling to be driven per foot with paint. Count blows per foot for each foot until bearing is reached. See CMM 1-60 Attachment 2 and Standard Specification 550 for more information.

PE Action:

- ✓ Complete the Piling Record and save in the BOX construction project directory.

PIPE LENGTH CHECKS

Prior to the contractor/subcontractor ordering the pipes on the project the PE or construction staff is responsible for confirming the size and length of the pipes to be installed on the project. This should be done as early as possible on the project. See CMM 1-60 Attachment 1 for more information.

BEAMGUARD/GUARDRAIL POST DATA

The standard specification allows the department to direct the contractor to verify 5% of the posts after installation. The PE should make use of this 5% allowance. Payment for reinstallation is at the contractor's cost. Use the statewide Pantry form Beamguard/Guardrail Post Data to document the verification results. Email this completed form to the BPD Chief and region Construction QA Engineer, and save in the BOX construction project directory under Finals/SubmittedPantryForms as part of the electronic Final Project Records.

PE Action:

- ✓ Complete the Beamguard verification spreadsheet, email as required, and save the file in the BOX construction project directory.

CURB RAMP COMPLIANCE

Curb ramps are designed to be ADA compliant. The curb ramp compliance report can be found in PANTRY.
The PE will complete the curb ramp compliance report and document every curb ramp worked on during the project. Save the report to the BOX construction project directory under Finals/SubmittedPantryForms as part of the electronic Final Project Records.

PE Action:

- ✓ Complete the curb ramp compliance report for each curb ramp on the project, and save the file in the BOX construction project directory.

SITE COMPLICATIONS

Erosion Release

In the case of wetland or waterway release.

1. Document in an erosion control diary what happened. Take pictures of the site. Estimate the size of the release. What type of material was released? Did erosion control devices fail?

2. Contact the PM and SWECE. Send them the info listed in item one. Develop a plan for improving BMP's, how we will attempt to control it from happening again in this location, the method of cleanup (Hand, Vac truck, Backhoe), and the appropriate schedule of cleanup.

3. Report the release within 24 hours to DNR Liaison, USACE, PM, SWECE in an email including pictures. Include documentation on size of release, existing erosion control devices that had been in place, material released and potential cleanup procedure. Include plan sheets from the erosion control plan, if accessible, to denote where the release was and what erosion control measures were in place. Notify them of any corrective action on cleaning up and how failed erosion control devices will be improved. Also include an estimate of the clean-up schedule.

4. Complete an erosion control inspection of the site, clean-up, and any failed devices; issue an Erosion Control Order. An Emergency Erosion Control Order may be necessary.

5. Once the USACE and the DNR approve of cleanup methods, notify the contractor as to the plan of action. The contractor is to perform or subcontract the clean-up.

6. During the cleanup process, accountability for the work can be discussed with your PM. Regardless, the clean-up needs to be completed timely. Use Force Account if necessary.

7. While cleanup is taking place, take pictures of the cleanup process, document the same as any other contractor on site, note the amount of material removed from the site.

8. When cleanup is complete, notify the PM, SWECE, DNR and USACE that the work has been completed, include pictures and the amount of material removed. Document all correspondence and timing of the release date, cleanup methods, begin and end date, and approval of cleanup in the erosion control diary. Final acceptance of the cleanup effort by DNR and USACE may require a site visit. If verbal approval is given, follow up with an email to document any DNR or USACE suggestions or approval.

In the event of an upland release

1. If on right of way, have contractor clean up and restore.

2. If off right of way, have the contractor notify the property owner and get an agreement on cleanup methods. Any agreement should be in writing for project records purposes.

Hazardous Spill/Site Condition

In the event that hazardous materials are found on the project site (ex. excavation smelling of gasoline, asbestos on bridges, encountering unknown buried debris) **stop** all work around the site of the contamination. Do not touch and/or do not remove any excavated material from the site. Place already excavated material on a separate pile, on a tarp if available, until the proper cleanup effort can be coordinated. Take pictures of the contaminated site as soon as possible. Follow CMM 1-30.2 and Standard Specification 107.24.

Archeological Find

In the event that archeological artifacts are found on the project site, stop all work around the site of the find. Do not remove any excavated material from the site. Place any already excavated material on a separate pile, on a tarp if available, until the proper authorities can be coordinated. Contact the PM to coordinate with the Bureau of Technical Services (BTS), or any other local historical societies and/or authorities. Take pictures of the disturbed areas. Follow Standard Specification 107.25.

Emergency Shut Down

In the case of an accident or situation that requires an emergency shutdown of the roadway:

1. Call the local emergency officials to help get the road detoured as quickly as possible.

2. Contact the PM, who in turn will contact the local Region Incident Management Coordinator (RIMC) on call. The RIMC is the region's representative who works with the Traffic Management Center (TMC) and local emergency officials to get state roadways detoured as quickly as possible.

3. Have contact information for the contractor and traffic control subcontractor available as a resource for the RIMC and emergency officials.

For construction site crashes follow CMM 1-55.

Suspending Time

Contract time can be extended or suspended on a contract site if there is an excusable delay that affects the controlling item of work. Contract time will be extended on a change order for completion date or calendar day sites. On working day sites, time charges will be delayed. In all of these circumstances, liquidated damages are placed on hold while processing a time extension or delaying contract time. In addition, time can be suspended on working day sites as has been done in the past. See Standard Specification 105.1, and CMM 2-48 for guidance on suspension of work**.**

Available Time (Working Day)

Working day sites need to be suspended due to engineer-ordered suspension, severe weather, or other unforeseen circumstance, (e.g. shutting down for the winter to resume in spring, unavoidable weather delays, or problems with design of the project that need to be resolved before continuing construction, etc.). The PE can suspend time on working days sites by following the instructions in AWPKB website under Other Contract Administration Procedures.

To suspend time on Available Time (Working Day) Site, the PE will suspend time in AWP Construction:

- Add a New Suspend Event under the Contract Administration Summary/Site Times tab
- Send an email to the CS requesting the Suspension of Work Time letter be sent to the contractor.

The PE can create DWRs and Diaries (but cannot charge time against the site) during the time suspension. Estimates can be processed with no time charged against the site.

Resuming Time

When contract work on a working day site is to start again, the PE resumes time on the site in AWP Construction:

- Under Contract Administration Summary/Site Times tab, Select the hyperlink for the site time record and enter Resume Available Time Charges date
- Send an email to the CS requesting the Notice to Resume letter be sent to the contractor.

Extending Time

Calendar Day Site

Contract time can be extended on calendar day sites when work is not completed in the number of calendar days allotted for the site and project staff plan to add calendar days to the contract or change the completion date to a future date through a change order (ie: when punch list items cannot be completed prior to winter, a change order is written to suspend time to carry over to spring). **Please work closely with the PM and CS throughout this process**. Do not enter Actual Completion (Time Charges Stop Date) on the site record, if time is exceeded liquidated damages will be assessed. The PE, after consulting with the CS, can create the change order and add the calendar days/change the completion date in the site by following the instructions in AWPKB website under Other Contract Administration Procedures.

To extend time on Calendar Day Site, the PE will create a change order adding calendar days/change the completion date to the selected site in AWP Construction.

- Create the change order, select the Site Time to Inactive, add calendar days/change the completion date for the contract, select the Site Time to Active… (please follow the detailed instructions in AWP Construction/Other Contract Admin Procedures)

PE Action:

- ✓ Suspend and resume time on Available Time (Working Day) Sites as necessary in AWP Construction.
- ✓ Send the CS an email requesting the Suspension of Work Time/Notice to Resume letter be sent to the contractor.
- ✓ Extend time on Calendar Day Sites as necessary in AWP Construction.

CS Action:

- ✓ Prepare and send the Suspension of Work Time/Notice of Resume letters to the contractor..

CONTRACT COMPLIANCE

See CMM 2-24 for more information. If there are any questions about what the wage rates are, it is best to call the RCCS.

Payment to Lower-Tier Subcontractors

Ensure that subcontracting agreements at all tiers provide prompt payment rights to lower-tier subcontractors that parallel those granted first-tier subcontractors in this provision. Contact the RCCS if the subcontractors are potentially not being paid in a timely manner.

Prevailing Wage Rates

Prevailing wage rates for federally funded contracts are found in the back of the Highway Work Proposal. If a project has federal funding, there will be federal prevailing wage rates attached. There can be multiple rate sets included.

Check the bid letting website for Federal Wage Addenda. Federal prevailing wage rates change without pattern. There may be a change each bid letting. Wage rates at the time of letting stay with the project for the life of the project.

Federally funded projects require that certified payrolls be sent in by the contractor. The prime and all tier subcontractors submit payrolls electronically in CRCS.

It is by law and by contract that each person working on a state highway project site is paid once per week. If a company says that they pay bi-weekly, they are in violation of State and Federal law and must pay those company employees weekly.

This is also true of owner-operator truck drivers. A driver of a truck doing work that is covered per the Declaratory Ruling on a state project site is to be paid at the truck driver classification weekly. By law and by contract the driver has to be paid separately for driving and separately for the truck. The truck can be paid monthly per traditional construction practice, but the driver has to be paid weekly. The owner-operator may receive the lump sum for wages and truck on one check but then the amounts have to be listed separately on the check stub.

Commercial Pit Status

BPD determines the commercial status of pits and quarries in the region per the requirements of CMM 2-24. The reason this is under the RCCS and not the materials person is because the status has to do with whether or not people employed in the pits and quarries and truck drivers who are hauling the material are paid prevailing wages or not. This also touches on the truck sheet where it talks about "commercial or non-commercial" or "dedicated or non-dedicated" sources of materials. The status of a pit or quarry can change. It might be commercial in one instance and 2 years later it might be non-commercial per the regulations in the Declaratory Ruling.

Items Documented in the Daily Diary

There are several items related to contract compliance to list in the daily diary entries.

- *DWR: Men & Equipment*
  Who is on site? What equipment are they operating? What work are they performing? How much time were they on site?

- *Trucking*
  Where are they hauling from? What product or contract item are they hauling and how are they placing it? (e.g. CABC dumped on the grade, asphaltic bituminous from a commercial plant, or fill from a borrow pit exclusive to the project, etc.)
  Track in Field Diaries the name on truck, number on truck, type of material hauled, where trucks are hauling from and if they are hauling material off site. This makes a difference in the payment of the trucking operations and helps the RCCS to determine if prevailing wage and accurately review payments.

- *Construction Staking Items*
  There is also much confusion about whether or not the workers performing the items of construction staking on a project site should be paid prevailing wage rates. A sheet was developed to help contract compliance specialists, contractors, and others determine when it's appropriate to pay a line and grade specialist laborer for their work on the project site.
  Professional/technical persons are not covered under the prevailing wage rates. Survey/staking crews are getting smaller with the advanced technology being used now, such as the total stations and GIS. The person doing the physical work on the crew is the one that should be paid as the line and grade specialist laborer. This position is usually paid a premium to the laborer's total per hour package.
  It is important when documenting in the daily diary to say what each crew person was doing that day and what job they were doing (e.g. setting blue tops or slope staking.)

- *Request to Sublets*
  If a modification to the project is required in the field that required an additional subcontractor, the request to sublet needs to be updated and the RCCS needs to be notified. All tiers of sub-contractors, including unexpected sub-contractors, need to be entered, certified payrolls submitted, and prompt payment monitored.
  The PE must have an approved sublet request for each company that performs work on the project site.
  If sublets from the contractor have not been provided or have not been signed, then the sub-contractor should not be allowed to start until the documents are in order.

- *Job Site Posting Board*
  A checklist and posters are sent to prime contractors, along with their signed contracts. The posters are to be placed on the job site postings on the project. Posters are required by law and by contract. The board needs to be maintained throughout the project and must be accessible to the public. See CMM 2-24 for more information.

  The PE will receive a poster sheet checklist from the RCCS. This sheet of required posters is to be checked against the contractor's board. Check the posters and send the checklist to the RCCS prior to applying the first estimate. Notify the contractor's foreman about any posters that are missing. The RCCS will contact the contractor's office with the request that any missing posters will immediately be posted.

ASP1 TOA Laborer, Graduate of the TrANS Program ASP1 TOG TrANS Graduate Laborer Subsequently Apprenticed to a Trade

This is another federally funded program that is incorporated into the Highway Work Proposals when warranted. Under this program, the federal government subsidizes a per hour payment to contractors for training apprentices.
This program is run through various community organizations such as the YMCA. It teaches participants construction skills and educates them as to what is required to be a solid performer on a construction project.
To encourage contractors to use TrANS graduates on their highway construction crew the Federal Government decided to fund use of TrANS apprentices and TrANS graduates who are subsequently then put up to an apprenticeable trade. They are reimbursed $5 per hour for both ASP1 TOA and ASP1 TOG when these items are included in the Highway Work Proposal.
The RCCS assigns this ASP to a project at the time of PS&E submittal and it is included as a bid item on the contract. Please read the special provision for necessary submittals by the contractor prior to payment. The RCCS will provide the reported hours for reimbursement at substantially complete or upon request.

CONSTRUCTION COMPLETED

Once the project is nearing completion of construction the project moves to the final stage – project closure. Use the NCR Final Construction Checklist as a guide through the closure of the project. See Finals Process for Let Closeout Manual.

PARTIAL ACCEPTANCE

Partial acceptance may be granted to relieve the contractor of maintenance responsibility for segments of work completed, (ex. multiple year projects where one section is reconstructed prior to the other.) All bid items must be completed for the area being partially accepted. The partial acceptance does not relieve the contractor of responsibility for defective work or damages. See CMM 2-50, and Standard Specification 105.11.1 for more information.

The PE or PM can request the CS to draft and send this letter to the contractor. The CS prepares and sends the letter, saves the pdf file in the BOX construction project directory under ProjectMgmt/ContractCorr, and enters the PA date in AWP Construction.

CS Action:
- ✓ Prepare the Partial Acceptance letter and send to the contractor.

PUNCH LIST

Once the project is at or near completion of construction, the PE should schedule a walk through with the PM, Supervisor and any other maintenance authority that is required. A final punch list should be prepared and given to the contractor by the PE after:

- all lanes of traffic are open on a finished surface.
- all signage and traffic control devices are in place and operating.
- all drainage, erosion control, excavation, and embankments are completed.
- all safety appurtenances are completed.

The PE prepares the punch list. The document will be clearly titled Final Punch List including the Project ID, Project Title, Highway, County, Contractor, and date stamped. The PE must list the work to be completed and all missing documentation. Punch list items for contingencies include cleanup work and minor corrective work:

1. Haul Road Releases: List those not received.
2. Materials Certifications: List those not submitted.
3. Epoxy Paint Proving Period: Identify end date.
4. Seeding placed after October 1st, list date of review for acceptance.
5. Disposal Site Releases: List those not received.
6. Borrow Pit Releases: List those not received.
7. R/W is Monumented with Pipe and Marker Posts: Complete spreadsheet.
8. Silt Fence: To be removed or arrangements have been made to remove.
9. DQI: Prime Contractor's Foreman's participation in rating.
10. Items specific to your project that are not completed: List

The contractor must complete the Punch List work within 5 business days of receipt of the punch list and submit required documentation within 15 business days. See the Finals Process for Let Closeout Manual, Inspection/Punchlist section for more detailed instruction. The PE will enter the Punch List Complete date (as defined in Standard Spec 105.11.2.1.3) in AWP Construction (see AWPKB website under Contract Status Dates Agency View for instructions).

PE Action:
- ✓ Submit punch list to the contractor. Enter the punch list complete date in AWP Construction.

STOPPING CONTRACT TIME/SUBSTANTIALLY COMPLETE

This is the actual date when contract time is complete. The date when the PE declares work under the contract is substantially complete as defined in Standard Spec 105.11.2.1.3. This field is the main site 00 Actual Completion (Time Charges Stop Date). This date starts the finals process for let project closeout and determines if liquidated damages should be assessed. The PE can stop assessing contract time charges on the project after concurrence with the PM and the following criteria are met:

- The PM and PE have completed a site walk-through and compiled a Punch List.
- All contract items and change order work complete except for the punch list or contract items associated with a plant establishment period.
- All lanes of traffic are open on a finished surface.
- All signing, marking and traffic control is in place.

After the project has fulfilled the requirements for Time Stopped in the Finals Process for Let Closeout Manual, the PE will enter the Actual Completion (Time Charges Stop Date) date in AWP Construction (see AWPKB website under Contract Finals for instructions). This triggers an automatic e-mail to the PE, CS, PM, OCS, and Contractor notifying them that the Actual Completion date has been entered and the contract is now Substantially Complete (this notice relieves the contractor of maintenance and starts the 180-day finals process).

PE Action:

✓ Enter the Actual Completion (Time Charges Stop Date) date in AWP Construction to stop contract time.

LIQUIDATED DAMAGES

Liquidated damages will automatically be calculated and assessed in the AWP Construction once working days have been exceeded or have extended beyond the completion date of the contract. The rate of liquidated damages is determined by the total contract amount and the type of contract. Rates can be found in the Standard Specification 108.11 or as defined in the contract special provisions. A CCO for a time extension should be completed to reduce the amount of damages assessed in order to avoid wrongful penalization, e.g. move the completion date or extend working days.

REPORT PRODUCTION ITEMS

Report of production items need to be completed online: http://wisdot-productivity.engr.wisc.edu/

ALL CONTRACT WORK COMPLETE

When all contract work is completed, including punch list and the submission of all documentation, as defined in Standard Spec 105.11.2.1.4 the PE enters the "All Contract Work Complete" date into AWP Construction on the Contract Status Dates Agency View (see the AWPKB website for instructions). **NOTE: If the contract contains plantings, do not complete this field until the plant establishment period is complete.** For projects with plant establishment periods, the "All Contract Work Complete" is based on 1 or 2-year establishment period, and is October 15th following the final inspection, which should be entered into AWP Construction at that time. The date is entered after the plant establishment period is complete and the work has been inspected. See the Finals Process for Let Closeout Manual, All Contract Work Complete section for more detailed instruction.

PE Action:

✓ Enter the All Contract Work Complete date in AWP Construction.

TMP EVALUATION

Write up a Post-Construction Project Evaluation of the traffic management plan, providing a brief discussion on any applicable items:

- Overall statement reflecting the usefulness of the TMP.
- Changes that were made to correct oversights in the TMP.
- Changes that were made to the original TMP and how successful those changes were.
- Public reaction to the TMP, if received.
- Average delay time, queue, etc., during construction.
- Frequency of complaints made about the project, the nature of the complaints and how they were resolved.
- Type of crashes/incidents that occurred during construction, and how they were resolved.
- Recommendations or suggestions for future projects of similar type.
- Highlight the areas of the TMP that were successfully implemented.

Once the project is complete, the PE will save the post-construction evaluation to construction project directory under Finals/SubmittedPantryForms as part of the electronic Final Project Records.

PE Action:
✓ Prepare the Post Construction Project Evaluation of TMP. Submit as part of the electronic Final Project Records.

RETAINAGE

Effective with projects in the December 2020 letting, the Department will no longer be withholding routine retainage, previously defined as 5% of each estimate that exceeds 75% of the original contract value.

- Standard spec 109.6.3.3 is revised to eliminate the language referencing retainage of 5% of estimates exceeding 75% of the project cost.
- The Department will continue to withhold retainage for the other reasons defined in 109.6.3.3
- ASP-4 is revised to not allow the prime contractor to withhold retainage from subcontractors.
- The Department and contractors will be allowed to withhold payment for work not acceptably completed or work subject to an unresolved contract dispute. Contractors cannot withhold more than the department is withholding without just cause.

FINAL PROJECT RECORDS

Final project records are to be saved as electronic files, eliminating or reducing the amount of hard copy/paper files to be archived. The electronic files should be saved in the BOX construction project directory under the Finals folder.

Final project records need to be reviewed by the NC Region Finals Reviewer before a Semi-Final estimate can be issued. Refer to the NCR Final Construction Checklist to ensure all required documentation has been saved in the Finals folder in the BOX project directory. See CMM 1-65.1.2 for records guidance. Notify the CS within 60 Days of the "All Contract Work Complete" date that the project records are in the directory, and are ready to be reviewed. The CS will enter the Records submitted date in AWP Construction.

PE Action:
✓ Save all Final Project Records electronically in Finals folder under the Box construction project directory.

CS Action:
✓ Enter the Records Submitted date in AWP Construction.

As-Builts

After the project is complete, create and save the electronic As-Built plan in the BOX construction project directory under Plan/Asbuilt. The PE will send an email notification to the Records Coordinator and CS that the as-built plan has been submitted. If it is a local program project, an electronic copy must also be sent to the local project.
See CMM 1-65.14 for electronic As-Built Plan guidance.

PE Action:

- ✓ Create and save the electronic As-Built plan in the Box project directory, and send a notification to the Records Coordinator and CS.

Source Documents

- *Diaries*
  Diaries (Engineer Diaries) and Daily Work Reports (Inspector Diaries) need to be included in the Final Project Records. Generate historical reports of the diaries from AWP Construction and save in pdf format in the BOX construction project directory under Finals/Reports. If hard copy field books were used during the project, label them with a contract label and place them in a finals box to be submitted as hard-copy documentation for the finals review.

- *Tickets*
  Tickets (Base Course, HMA, Water, etc.) should be entered into the applicable spreadsheet located in P*a*ntry. Once entered they need to be checked for accuracy with a red pen and initialed by the checker. Once checked they should be bound or placed in an envelope and filed in the finals box as source documentation. Label all envelopes with a description of the contents and with a project sticker. Electronic tickets are acceptable if they can be accurately checked and recorded as a source document. Save electronic tickets and source documentation in the BOX construction project directory under the Finals folder.

- *Contract Change Orders (CCO)*
  The CCO process instructs the PE to generate historical reports of Change Orders in AWP Construction and save in PDF format in the BOX construction project directory under ChangeMgmt. The ConMod Justification form is also saved in pdf format and saved in the directory. The PE should copy all the CCO and CMJ pdf files from the ChangeMgmt to create a Final Project Record copy to be saved in the Finals folder (so the Reviewer has all the Finals documents in one location to review).

- *Correspondence*
  All Requests for Information and important email string documentation should be saved in pdf format in the Finals folder in the BOX construction project directory. This is done in the case that a claim or a failure on the project is noted after construction, files are easy to access as well as any previous discussions on the issue.

- *Survey Records*
  Contractor surveyors are required to submit all survey notes to the PE during construction. Collect all survey notes prior to paying for bid items on the contract. Save the survey notes as part of the Final Project Records in pdf format in the Finals folder in the Box construction project directory. If a GPS work plan was submitted for the contract for grading, this will also need to be filed in the final records.

- *Civil 3D Files*
  If GPS grading was used on the project, or if any final measurements were completed in AutoCAD Civil 3D, a copy of the electronic files should be saved in the Finals folder in the BOX construction project directory.

- *ECIP Plan and Amendments/ Off Site Borrow/Waste Releases*
  The signed and approved ECIP should be maintained in records throughout the construction process. Upon completion, the approved ECIP and all amendments to the ECIP should be saved in pdf format in the Finals folder in the BOX construction project directory. In addition, copies of the off-site borrow and waste site releases from the landowners should be saved in the finals folder. The releases are verification from the landowners that the DNR and the landowners are happy with the closure of these sites.

- *Before and After Pictures*
  As the project reaches completion, a final walkthrough and project pictures should be taken. Similar to the start of construction, pictures should be taken of any private property impacts, entrances, or areas of concern. Finally, project overviews should be taken (in the event that the project would be submitted for construction award). Save these pictures along with the before construction pictures, labeled with approximate location and direction of view as well as items of interest, in the Finals folder in the BOX construction project directory.

- *Pay Items/Item History to Date*
  The project team must check quantities to ensure accuracy before submitting the Final Project Records for review. If using the statewide pantry spreadsheets, the checker must sign the sheet (or type their name) in the area required. If using diaries, the checker should initial next to the pay item. Red pen/pencil should be used and each item that has been checked should include a checkmark. The checker should ensure that the paper trail is easy to follow from the Item History to Date to the Source Document and that any computations or computer entries have been checked for accuracy.

Finals Forms

- *Explanation of Variation (EC269)*
  The Explanation of Variation is a report generated out of AWP Construction AV. It should be completed at a minimum for all items that vary by 10% from plan quantity. Notations should also be made when there are significant variations on large dollar items. Typical explanations may be error in plan quantity, EBS, request for item to be added by others, etc. Once all notations are made, save the electronic form in the Finals folder in the BOX construction project directory. The NC Region Finals Reviewer will verify the items and notations during the finals review process.

- *Design Quality Index (DQI)*
  The Design Evaluation process rates the constructability of the design plans. The design team is evaluated on 16 elements of design plans. At or near completion of a project, the PE (and designer if possible) will meet to fill out the AWP Construction Design Evaluation online form (provide comments for any ratings of 5 or less). A separate Design Evaluation is completed for every project ID in the contract. Generate the historical DQI report and save in pdf format in the Finals folder in the BOX construction project directory.

  As part of the Final Project Record process, the PM and Supervisor receive a copy of the DQI and will add their own comments at the end of the report and sign it. The CS will save the signed DQI and the final Explanation of Variations report and send them to the design PM. The design PM will provide that information to the design team as appropriate, including other functional areas depending on the comments made (TSS, OPS, BOS, etc.) See CMM 1-70 for more information.

- *Contractor Evaluation*
  (Evaluation of the Prime and Subcontractors, and Project Team's Evaluation of the Prime Contractor)
  Project staff must rate the performance of the prime contractor and all subcontractors at the completion of contract work. The PE role creates contractor and subcontractor evaluations in AWP Construction (at a minimum, comments should be about the contractor regardless of the rating). There are two groups of questions for the Contractor Evaluation process: Evaluation of the Prime and Subcontractors and the project Team's Evaluation of the Prime Contractor. The PM role is responsible for the review and approval of the evaluations. See CMM 170.1 for more details. The PM will generate the historical report and save in pdf format in the Finals folder of the BOX construction project directory.

  As part of the Final Project Record process, the CS will send a copy of the contractor evaluations to the PM and Supervisor for additional comments and signatures. The CS then distributes a copy to the contractor and sub-contractors.

- *Location & Elevation of Bridge Bench Marks*
  The Benchmarks form can be found in Pantry in the Statewide forms folder and should be completed by the PE. Upon completion of a structure that required a new bench cap be placed, the PE or their staff should survey and record the elevation of the new cap on this form. The PE will save the document in pdf format in the Finals folder in the BOX construction project directory. When the final project records are submitted for review, the regional CS will forward a copy to the survey coordinator.

- *Odometer Log for Locating No Passing Zones*
  If the contract had the item for Locating No Passing Zones the contractor should supply a copy of their odometer log to the PE upon completion. The item should not be paid unless a copy of the log was given to the PE. A copy of this log should be saved electronically in the Finals folder in the BOX construction project directory. The CS will forward a copy to the Region Signing and Marking personnel.

- *As-Staked R/W Documentation/ Property Monument Location Map*
  This form can be found in the NCR section of Pantry. Upon project completion, a final project walkthrough is required to document missing irons or posts that need to be replaced. Document the replacement pin/post and save the file in the Finals folder of the BOX construction project directory. The CS will forward a copy to the region survey department.

Materials

The following process should be followed to expedite the NC Region Materials Review:

- Once a project is marked substantially complete, the PE should finalize all requirements remaining on the e-guide. Generate the Region Certification of Materials Used on Highway Project [DT1310] from MIT (this form should be completed by the PE and included with the Materials documentation submitted to regional Materials Section). Per the Finals Manual, if any documentation is still required at the time of the punch list – these items should be added to the punch list to ensure a timely submittal. Ensure that all CCO items that have been added to the contract have the required materials' documents added to the e-guide. Once all reports, diary entries and documentation have been gathered, save them to the Finals/MaterialsFinals folder in the BOX construction project directory, or deliver them to the CS to be routed for review.
    - The Materials Specialist enters the Materials Records Submitted date in Materials Tracking System (MTS) and performs the review (this is the date imports from MTS into AWP Construction).

- The Materials Specialist will perform the materials records review and send an email to the PE and CS notifying them that the review is complete. The PE should make corrections to the materials records based on the review comments and send and email to the Materials Specialist and CS notifying them the corrections are done.
    - The Materials Specialist enters the Materials Records Reviewed date in MTS (this is the date the materials records review is completed; this date imports from MTS into AWP Construction).
    - The Materials Specialist signs the Certification of Materials Used on Highway Project form [DT1310] in MTS when all the materials in the contract either meet specifications or exceptions to specifications are explained (this date imports from MTS into AWP Construction).

FINALS REVIEW

The following process should be followed to expedite the NC Region Finals Review:

- The PE and project team gathers and checks over all proper documentation (per the Finals Construction Checklist), for the Final Project Records for accuracy and completeness, and saves the electronic Final Project Records to the Finals folder in the BOX construction project directory, or if hard copies are necessary submit the final project records to the CS. The PE sends an email to the CS that the files are ready for review.
    - The CS will enter the Contract Records Submitted date in AWP Construction.
- The CS coordinates the finals review with the NC Region Reviewer and ensures they have access to the records (electronically and any hard copy files that may have been sent in).
    - The CS enters the Contract Records to Reviewer date in AWP Construction.
- The NC Region Reviewer will perform the project finals review of the records, complete the Contract Items Review form [DT2076] (required prior to sending the semi-final estimate), and send an email to the PE and CS notifying them the review is complete. The PE should make corrections to the final records based on the Reviewer's comments and send an email to the Reviewer and CS notifying them the corrections are done.
    - The CS enters the Contract Records Reviewed Date in AWP Construction (the date when the region staff completes the review of completed contract items).
    - The CS enters the Contract Records Issues Resolved date in AWP Construction (the date all issues related to review of the final records are resolved).
    - CS will distribute the necessary documents.
- After the Final Records and Materials Records reviews have been completed the CS informs the PE that the project is ready for the Tentative Final Estimate.

TENTATIVE FINAL ESTIMATE/CONTRACTORS PACKET/SUBCONTRACTOR'S FINAL PAYMENT AND RETAINAGE CERTIFICATE

The tentative final estimate is sent after the PE has verified all quantities and the regional review of the final records is complete. The final estimate should be done within 126 calendar days of the Substantially Complete Letter, unless there are plant establishment deadlines or a dispute with the contractor over quantities, or other issues on the contract per the FDM.

The PE creates the Tentative Final Estimate and submits for approval in AWP Construction. The PM approves the estimate and sends an email informing the CS. The CS sends the Tentative Final Estimate, Subcontractor's Final Payment and Retainage Certificate, and the Contractor's Evaluation of the Project Team to the contractor. The contractor must sign and return the Tentative Final Estimate and Subcontractor's Final Payment and Retainage Certificate. The Contractor's Evaluation of the Project Team gives the contractor the ability to rate the PE and team in the field and discuss any potential issues to help the team grow in experience.

The contractor has 30 days to sign and return the documents. If there is a dispute, contact the PM and the CS so that the problem can be documented. The CS will return a copy of the signed Tentative Final and Retainage Certificate to the PM and PE. The PE resolves issues with disputed quantities and makes adjusting postings accordingly. If the contractor is owed over $1,000 an Intermediate Estimate can be sent at this time or these monies can be paid on the Final Estimate.

WPDES PERMIT

Projects that require a Wisconsin Pollutant Discharge System (WPDES) Permit **cannot be completed** until the DNR issues the Notice of Termination date. Notice of Termination will not be issued until 70% of the project site disturbed areas have permanent coverage (not just seeded and e-mat/mulch). The PM receives a Notice of Termination letter from the DNR, the PM distributes the letter to the PE and CS. The CS enters the Notice of Termination date in AWP Construction.

CLAIMS AND LIENS

If you foresee a claim on a contract, or receive notice of a claim, you are required to fill out a claim submittal form and email it to the BPD Oversight Engineer and cc the PM, Region Construction QA Engineer, and CS. The informational WISDOT website for Subcontractors to obtain instructions for the process to file a claim/lien can be found at http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/lien.aspx. Subcontractors should be aware that this process must be followed within one year from the date that work was completed on a contract. See Standard Specification 105.13 and the appendix for the regions claim process

FINAL ACCEPTANCE/COMPLETION CERTIFICATE (DT1582)

Final acceptance is granted when all contract work is satisfactorily completed, all contract records have been reviewed and approved, and the final estimate is approved.

The PE generates the Final Estimate and submits it for approval to the PM in AWP Construction.
The PE requests the Final Acceptance letter and Completion Certificate from the CS. The CS distributes the Final Acceptance Letter and sends a copy of the Completion Certificate to the contractor's bonding company to inform them of project completion and acceptance. The CS enters the Final Acceptance, Final Acceptance to Contractor, and Completion Certificate dates in AWP Construction.

This manual is maintained by the region Construction Quality Control Engineer and regional Contracts Specialists. If there are any elements of construction that could be added or better documented as part of this manual, or if there are any inaccuracies in the document, please contact the Construction Quality Control Engineer or Contracts Specialist to have the manual updated.

APPENDIX

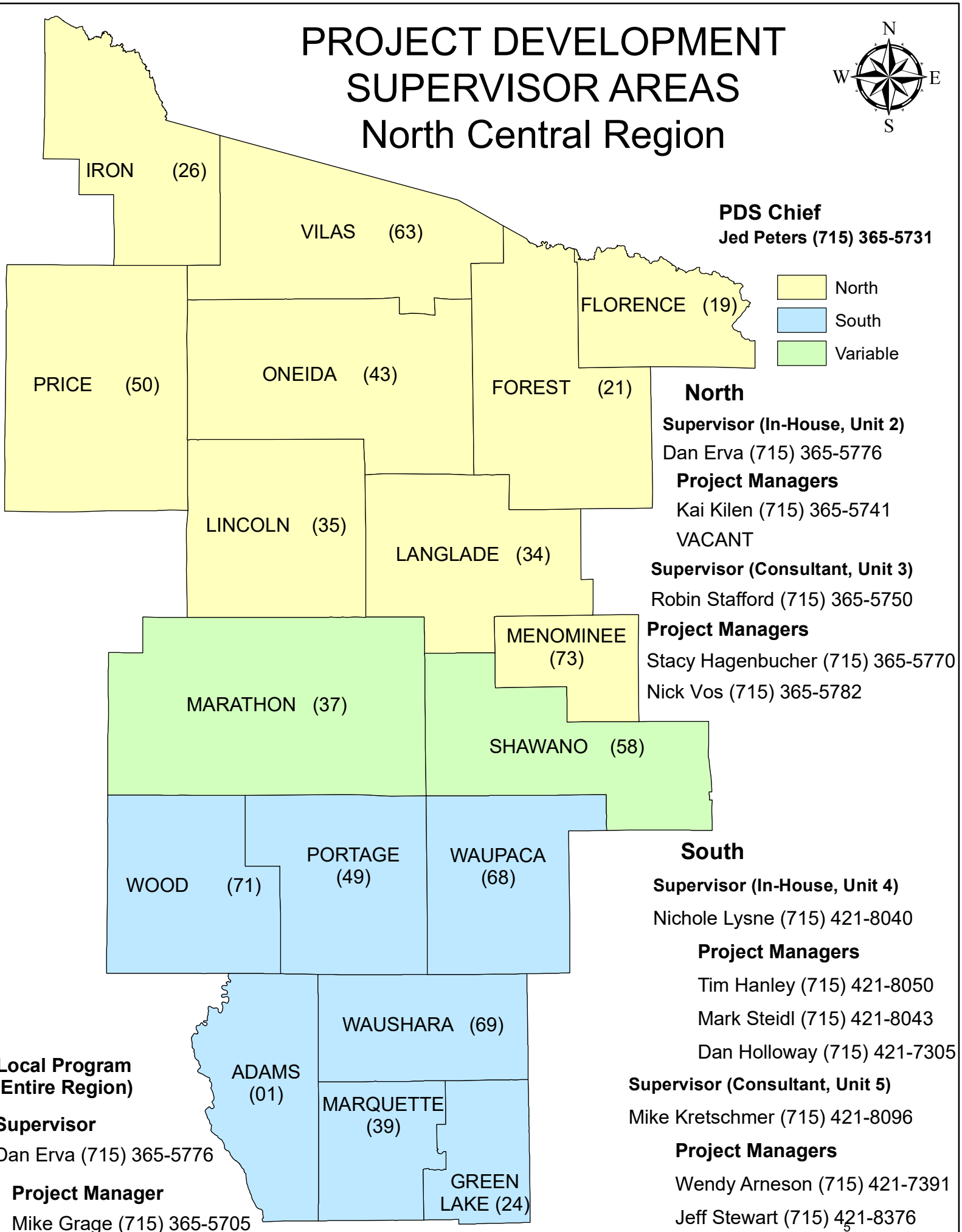
NCR Construction Contact List

Project Supervisors	Office Phone	Email Address
Robin Stafford	(715) 365-5750	robin.stafford@dot.wi.gov
Dan Erva	(715) 365-5776	daniel.erva@dot.wi.gov
Mike Kretschmer	(715) 421-8096	michael.kretschmer@dot.wi.gov
Nichole Lysne	(715) 421-8040	nichole.lysne@dot.wi.gov
Project Managers		
Zach Gruling	(715) 365-5764	zachary.gruling@dot.wi.gov
Stacy Hagenbucher	(715) 365-5770	stacy.hagenbucher@dot.wi.gov
Kai Kilen	(715) 365-5741	kai.kilen@dot.wi.gov
Nick Vos	(715) 365-5782	nicolas.vos@dot.wi.gov
Dan Holloway	(715) 421-7305	daniel.holloway@dot.wi.gov
Jeff Stewart	(715) 421-8376	jeffrey.stewart@dot.wi.gov
Mark Steidl	(715) 421-8043	mark.steidl@dot.wi.gov
Wendy Arneson	(715) 421-7391	wendy.arneson@dot.wi.gov
Tim Hanley	(715) 421-8050	timothy.hanley@dot.wi.gov
Preston Bohn	(715) 421-7382	preston.bohn@dot.wi.gov
Contracts Specialists		
Jen Trudeau	(715) 365-5723	jennifer.trudeau@dot.wi.gov
Becky Olsen	(715) 421-7301	rebecca.olsen@dot.wi.gov
Contract (fka Labor) Compliance		
Stephanie Jaecks	(715) 365-5732	stephanie.jaecks@dot.wi.gov
Communications Manager		
Tegan Griffith	(715) 493-3710	tegan.griffith@dot.wi.gov
Environmental Coordinators		
Bree Richardson	(715) 421-8089	bree.richardson@dot.wi.gov
Greer Lundquist	(715) 365-5758	greer2.lundquist@dot.wi.gov
Erosion Control and Storm Water Engineer		
Vacant - (Kevin Kujawa)	(715) 421-8010	kevin.kujawa@dot.wi.gov
Materials Coordinators		
Brent Ferguson	(715) 421-8094	brent.ferguson@dot.wi.gov
John Brophy	(715) 365-5737	john.brophy@dot.wi.gov
Howard Marq	(715) 421-8060	howard.marq@dot.wi.gov
Maintenance Engineers		
John (Jack) Keiffer	(715) 365-5771	john.keiffer@dot.wi.gov
Kevin Garrigan	(715) 421-8386	kevin.garrigan@dot.wi.gov

NCR Construction Contact List

Structures		
Brock Gehrig	(715) 365-5799	brock.gehrig@dot.wi.gov
Tom Hardinger	(715) 421-8323	thomas.hardinger@dot.wi.gov
Traffic Engineer		
Jim Volkmann	(715) 365-5773	jim.volkmann@dot.wi.gov
Cara Abts	(715) 421-8024	cara.abts@dot.wi.gov
Traffic Permit Coordinator		
Laurie Miller	(715) 421-8394	laurie.miller@dot.wi.gov
Survey Coordinators		
Jeff Brock	(715) 365-5772	jeffrey.brock@dot.wi.gov
Dan King	(715) 421-8388	daniel.king@dot.wi.gov
Railroad Coordinators		
Anna Davey	(715) 392-7960	anna.davey@dot.wi.gov
Jared Kinziger	(920) 492-7713	jared.kinziger@dot.wi.gov
Records Coordinator		
Wendy Nystrom	(715) 421-8376	wendy.nystrom@dot.wi.gov
FIIPS Coordinator		
Roxy Coppenger	(715) 365-5729	roxy.coppenger@dot.wi.gov
Programming Engineer		
Rich Simon	(715) 365-5775	richard.simon@dot.wi.gov
Tom Krizenesky	(715) 365-5779	thomas.krizeneski@dot.wi.gov
Transportation Planner		
David Meurett	(715) 421-8348	david.meurett@dot.wi.gov
Signing/Pavement Marking		
Al Smith	(715) 421-8364	alan.smith@dot.wi.gov
Mike Worzella	(715) 421-8003	michael.worzella@dot.wi.gov
BITS (IT Support)		
Help Desk	(800) 362-3050	
Rick Marko	(715) 365-5726	richard.marko@dot.wi.gov
Annette Czerneski	(715) 421-7319	annette.czerneski@dot.wi.gov
Adam Bleskacek	(715) 833-5574	adam.bleskacek@dot.wi.gov

PROJECT DEVELOPMENT SUPERVISOR AREAS
North Central Region



PDS Chief
Jed Peters (715) 365-5731

North
Supervisor (In-House, Unit 2)
Dan Erva (715) 365-5776

Project Managers
Kai Kilen (715) 365-5741
VACANT

Supervisor (Consultant, Unit 3)
Robin Stafford (715) 365-5750

Project Managers
Stacy Hagenbucher (715) 365-5770
Nick Vos (715) 365-5782

South
Supervisor (In-House, Unit 4)
Nichole Lysne (715) 421-8040

Project Managers
Tim Hanley (715) 421-8050
Mark Steidl (715) 421-8043
Dan Holloway (715) 421-7305

Supervisor (Consultant, Unit 5)
Mike Kretschmer (715) 421-8096

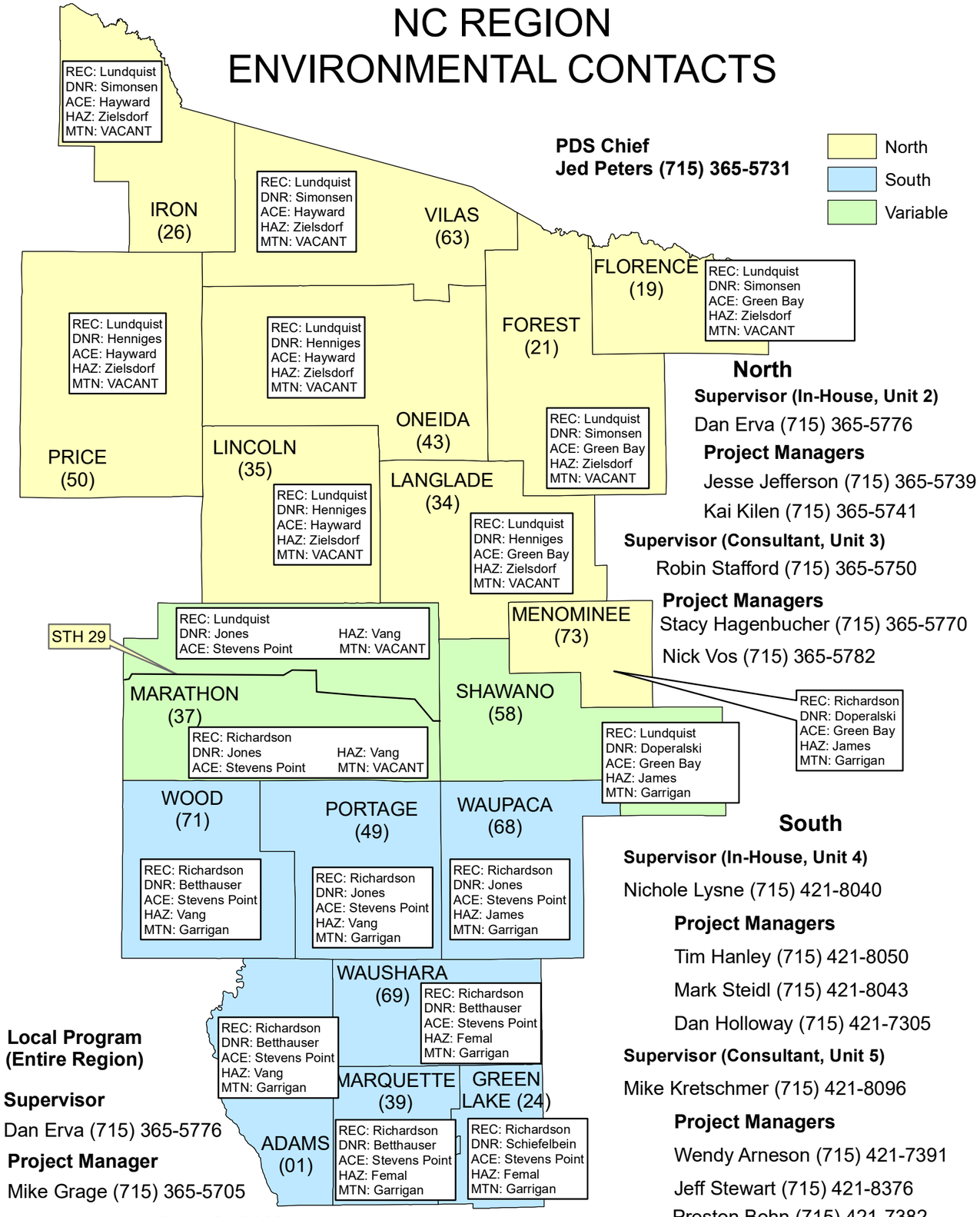
Project Managers
Wendy Arneson (715) 421-7391
Jeff Stewart (715) 421-8376
Preston Bohn (715) 421-7382

Local Program (Entire Region)
Supervisor
Dan Erva (715) 365-5776

Project Manager
Mike Grage (715) 365-5705
Jason Schaeffer (715) 421-7309

Updated: 2/17/2021

NC REGION ENVIRONMENTAL CONTACTS



PDS Chief
Jed Peters (715) 365-5731

North
South
Variable

North

Supervisor (In-House, Unit 2)

Dan Erva (715) 365-5776

Project Managers

Jesse Jefferson (715) 365-5739

Kai Kilen (715) 365-5741

Supervisor (Consultant, Unit 3)

Robin Stafford (715) 365-5750

Project Managers

Stacy Hagenbucher (715) 365-5770

Nick Vos (715) 365-5782

South

Supervisor (In-House, Unit 4)

Nichole Lysne (715) 421-8040

Project Managers

Tim Hanley (715) 421-8050

Mark Steidl (715) 421-8043

Dan Holloway (715) 421-7305

Supervisor (Consultant, Unit 5)

Mike Kretschmer (715) 421-8096

Project Managers

Wendy Arneson (715) 421-7391

Jeff Stewart (715) 421-8376

Preston Bohn (715) 421-7382

Local Program (Entire Region)

Supervisor

Dan Erva (715) 365-5776

Project Manager

Mike Grage (715) 365-5705

Jason Schaeffer (715) 421-7309

Updated: 3/17/2020

North Central Region (NCR) Environmental Unit			
Contacts	Phone	Email	Program Area:
Bree Richardson	(715) 421-8089	bree.richardson@dot.wi.gov	Regional Environmental Coordinator (Wisconsin Rapids Office)
Greer Lundquist	(715) 365-5758	greer2.lundquist@dot.wi.gov	Regional Environmental Coordinator (Rhinelander Office)
Kevin Kujawa	715-421-8010	kevin.kujawa@dot.wi.gov	Stormwater & Erosion Control Engineer

(PDS) Project Development Supervisors			
Robin Stafford	(715) 365-5750	Mike Kretschmer	(715) 421-8096
Dan Erva	(715) 365-5776	Nichole Lysne	(715) 421-8040

Local Road Program			
Mike Grage	(715) 365-5705	Carrie Ratty (PPA)	(715) 365-5725
Jason Schaeffer	(715) 421-7309		

(DNR) Wisconsin DNR/DOT Liaisons					
Bill Clark (Northern Sup)	**(715) 635-4226**	**Bobbi Jo Fischer (Central Sup)**	**(715) 421-7845**		
Wendy Henniges	(715) 365-8916	Brad Betthauser	(715) 213-9064	Jim Doperalski	(920) 412-0165
Jon Simonsen	(715) 367-1936	Jay Schiefelbein	(920) 360-3784	Casey Jones	(715) 213-6571

(ACE) US Army Corps of Engineers		
Hayward	(715) 934-2170	
Stevens Point	(715) 345-7911	USACE_Requests_WI@usace.army.mil
Green Bay	(651) 290-5903	

(HAZ) Wisconsin DNR HAZMAT LTE's			
Aaron Zielsdorf	(715) 623-4190 ext 3109	Andrew James	(920) 662-5149
Dee Vang	(715) 839-3779	Kristina Femal	(920) 662-5431

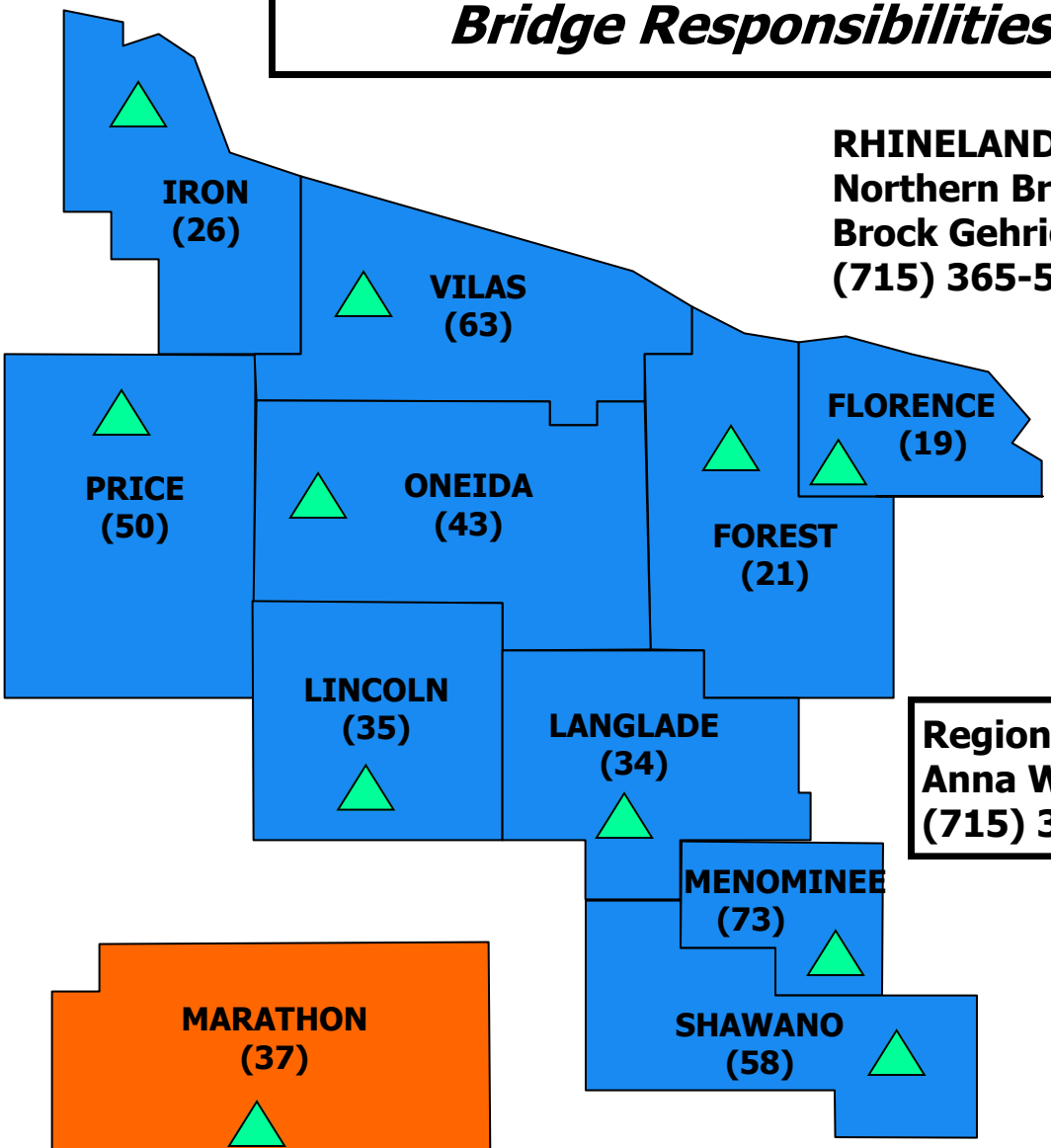
(MTN) Maintenance Engineers			
VACANT		Iron, Vilas, Forest, Florence, Price, Lincoln, Oneida, Langlade & Marathon counties	
Kevin Garrigan	(715) 421-8386	kevin.garrigan@dot.wi.gov	Wood, Portage, Waupaca, Adams, Waushara, Marquette, Green Lake, Menominee & Shawano counties

(BOA) Bureau of Aeronautics	
Joshua Cothren	(608) 266-6812

FHWA		ESS	
Ian Chidister (Enviro)	(608) 829-7503	Fred Wisner (Liaison)	(715) 499-5204
Pete Eakman (Region Liaison)	(608) 829-7500		

FHWA-37 Designation	Environmental Document Type
1-EIS	Draft & Final Environmental Impact Statement (DEIS & FEIS)
2A-Categorical Exclusion: State Documented	Categorical Exclusion Checklist (CEC)
2B-Categorical Exclusion: State Documented	Programmatic Categorical Exclusion (PCE)
2C-Categorical Exclusion: FHWA Documented	Environmental Report (ER)
3-Environmental Assessment	Rarely Used
4-Finding of No Significant Impact	Environmental Assessment (EA) & Finding of No Significant Impact (FONSI)

North Central Region
Bridge Responsibilities



RHINELANDER
Northern Bridge Engineer
Brock Gehrig
(715) 365-5799

Regional Bridge Supervisor
Anna Wisner
(715) 365-5717

REGIONAL
Bridge Maintenance
Engineer
Vacant

WISCONSIN RAPIDS
Southern Bridge Engineer
Thomas Hardinger
(715) 421-8323

Bridge Specialist Advanced
Eugene Werner
(715) 421-8395

Last Updated: 2/17/2021
WR:N\spo\maint\bridges\NC_BridgeResponsibilities.pdf

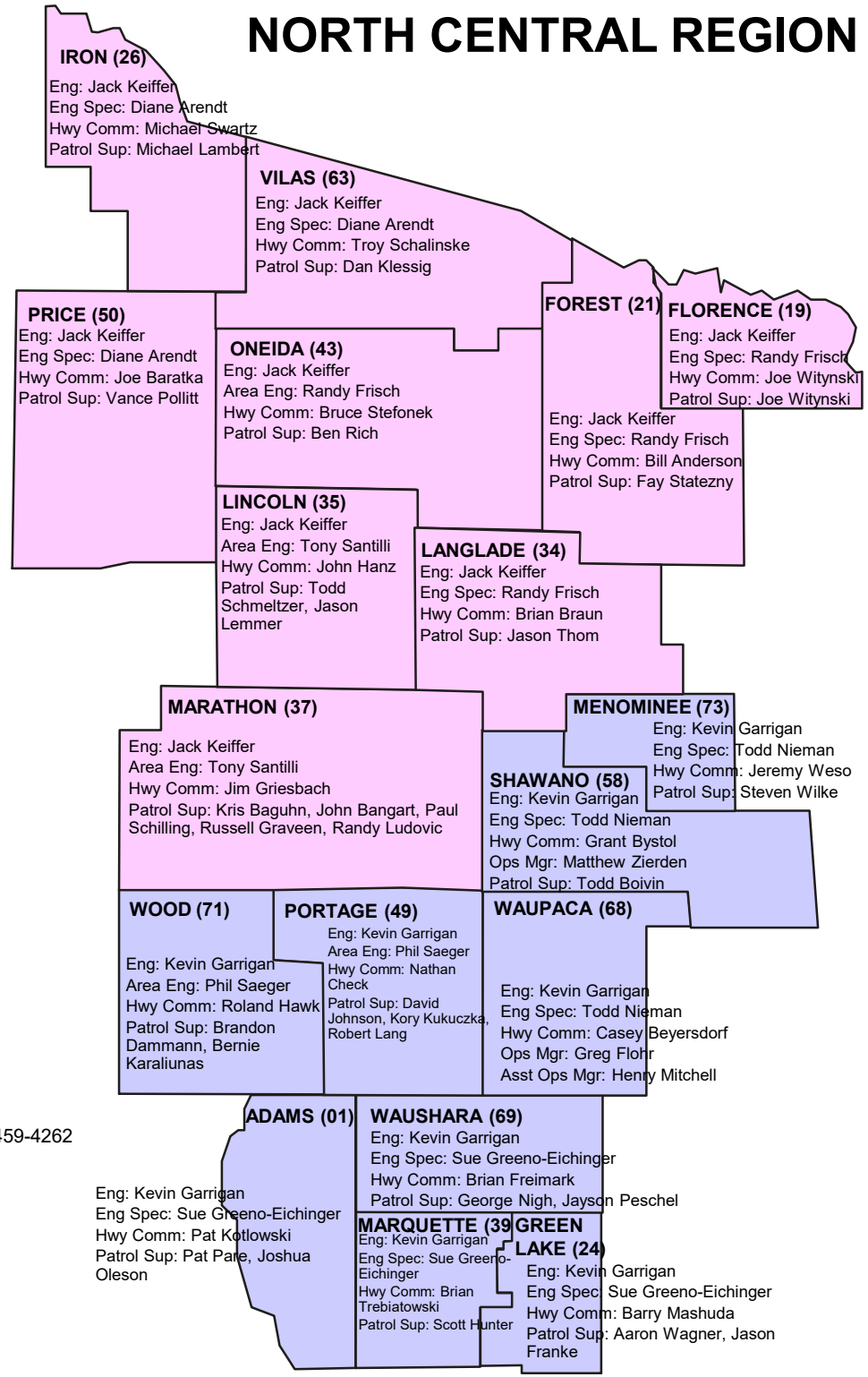
Rev. Jan-21

NORTH CENTRAL REGION

Rhinelander Office (R)
510 N. Hanson Lake Road
Rhinelander, WI 54501
(715)365-3490

Wisconsin Rapids Office (W)
1681 Second Avenue S.
WI Rapids, WI 54495
(715)421-8301

Note: Hwy Comm & Patrol Sups are County employees



Outdoor Advertising
Culbert, Tony (W) 715-421-8082 715-459-4262

Bureau of Highway Maintenance Director
Stertz, Dave 608-267-9641

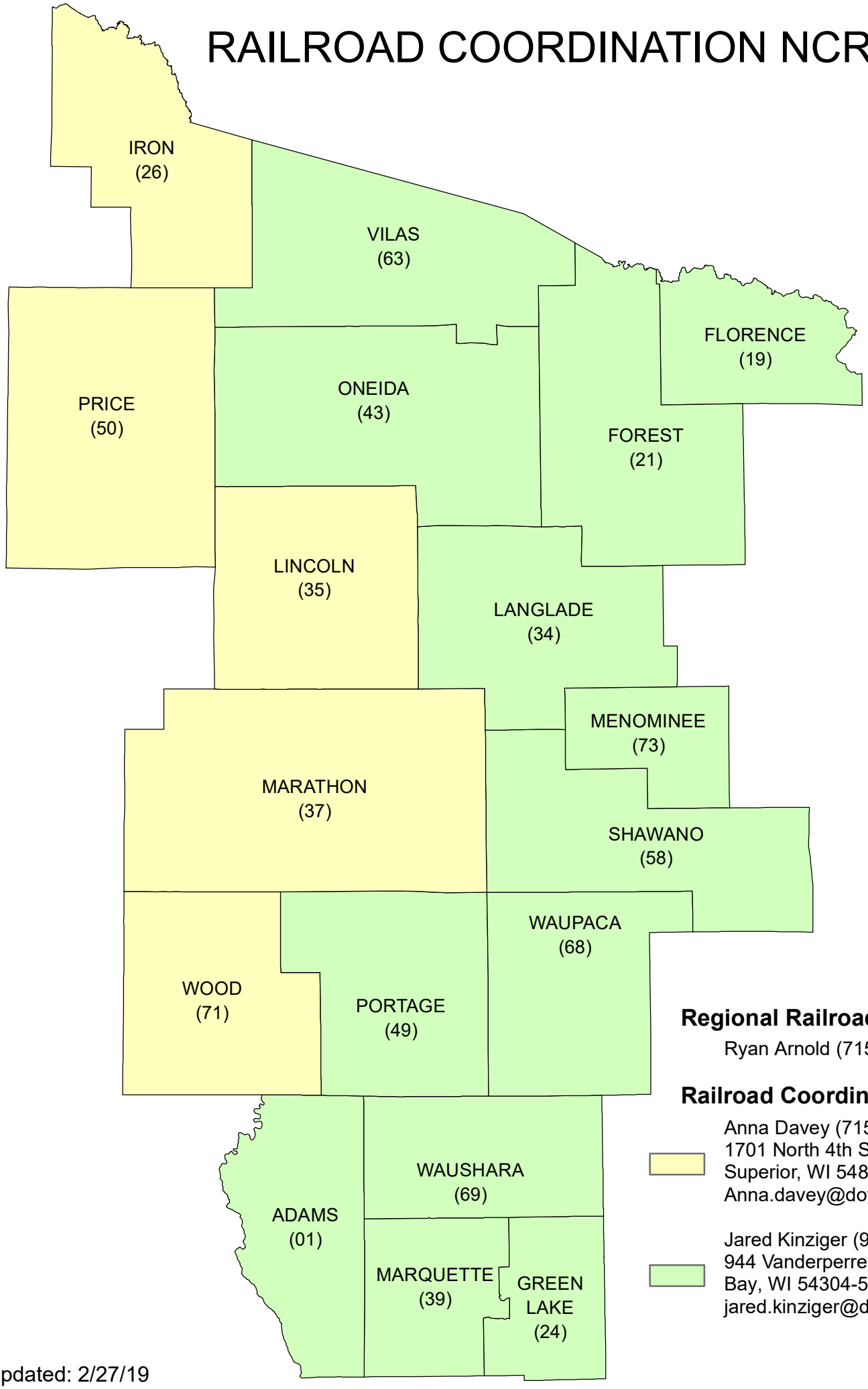
State Maintenance Engineer
Hughes, Jim 608-266-1202

Changes? Contact emily.silverson@dot.wi.gov

*Cell phone numbers provided for internal use only

Region Operations Manager		**Cell***
Riley, Shannon (W)	715-421-8326	715-459-4771
Maintenance Supervisor		
Wisner, Anna (R)	715-365-5717	715-490-3354
Maintenance Engineers		
Garrigan, Kevin (W)	715-421-8386	715-459-4770
Keiffer, Jack (R)	715-365-5771	715-401-4627
Area Engineer		
Saeger, Phil (W)	715-421-8026	715-697-3727
Santilli, Tony (R)	715-365-5739	715-493-6170
Engineering Specialists		
Arendt, Diane (R)	715-365-5755	715-308-0908
Frisch, Randy (R)	715-365-5748	715-459-6567
Greeno-Eichinger, Sue (W)	715-421-8343	715-459-4285
Nieman, Todd (W)	715-421-7378	715-459-6098
Bridge Engineers		
Gehrig, Brock (R)	715-365-5799	715-493-4397
Hardinger, Tom (W)	715-421-8323	715-459-4269
Stakston, Anthony (W)	715-421-8345	715-459-2624
Werner, Gene (W)	715-421-8395	715-459-4267
Financial Specialist		
Amy Ubinger (W)	715-421-8090	715-315-4174
Patrol Superintendents		
Baguhn, Kris	715-261-1818	715-573-5674
Bangart, John	715-261-1815	715-581-4753
Boivin, Todd	715-526-9182	715-853-5050
Dammann, Brandon	715-421-8875	715-421-9038
Flohr, Greg	715-258-7152	920-359-1251
Franke, Jason	920-294-4063	920-229-2706
Graveen, Russell	715-261-1814	715-581-4751
Hunter, Scott	608-297-3078	608-297-1455
Johnson, David	715-345-5237	715-347-4821
Karaliunas, Bernie	715-421-8875	715-459-4520
Klessig, Dan	715-479-4641	715-617-9955
Kukuczka, Kory	715-345-5234	715-347-4822
Lambert, Michael	715-561-4965	
Lang, Robert	715-345-5235	715-347-4818
Lemmer, Jason	715-539-2509	715-218-1217
Ludovic, Randy	715-261-1816	715-581-4755
Mitchell, Henry	715-258-7152	715-802-3678
Nigh, George	920-787-3327	920-572-7756
Oleson, Joshua	608-339-3355	608-547-0644
Pare, Pat	608-339-3355	608-547-7690
Peschel, Jayson	920-787-3327	920-229-7406
Pollitt, Vance	715-339-3081	715-820-2048
Rich, Ben	715-369-6184	715-493-0571
Schalinske, Troy	715-479-4641	715-605-2327
Schilling, Paul	715-352-2120	715-573-5937
Schmeltzer, Todd	715-453-3262	715-574-9048
Statezny, Fay	715-478-3516	715-902-0004
Thom, Jason	715-627-6353	715-219-2344
Wagner, Aaron	920-294-4060	920-229-5118
Wilke, Steven	715-799-3640	715-853-1025
Witynski, Joe	715-528-3451	906-360-3221
Zierden, Matthew	715-526-9182	715-853-1115

RAILROAD COORDINATION NCR



Regional Railroad Supervisor

Ryan Arnold (715) 421-8030

Railroad Coordinators

Anna Davey (715) 392-7960
1701 North 4th Street
Superior, WI 54880
Anna.davey@dot.wi.gov

Jared Kinziger (920) 492-7713
944 Vanderperren Way Green
Bay, WI 54304-5344
jared.kinziger@dot.wi.gov

Updated: 2/27/19

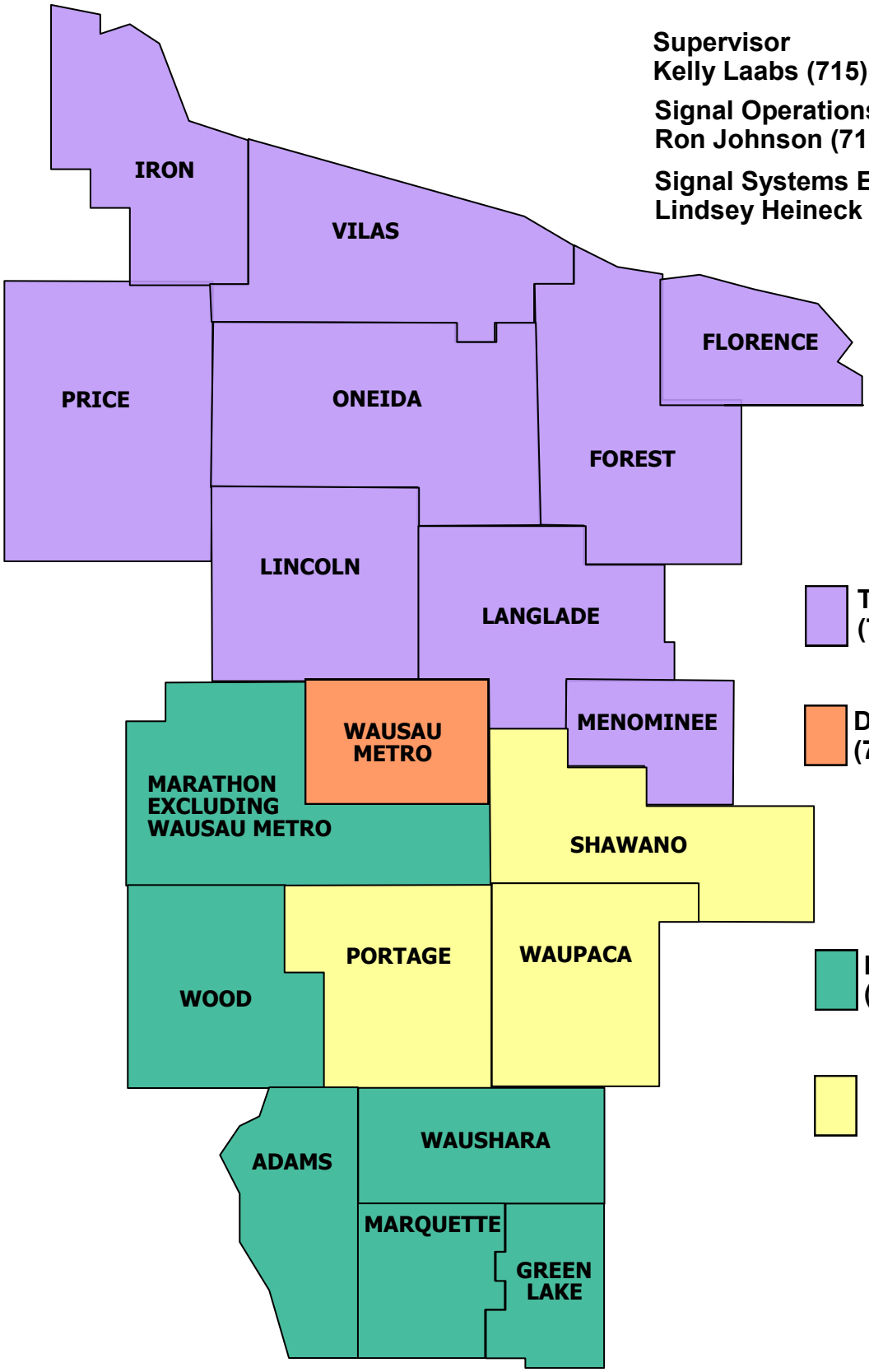
North Central Region
Electrical Responsibilities

FOR ALL URGENT SIGNAL OR ELECTRICAL ISSUES
CONTACT THE TMC AT (800) 375-7302

Supervisor
Kelly Laabs (715) 421-7392

Signal Operations Engineer
Ron Johnson (715) 421-8349

Signal Systems Engineer
Lindsey Heineck (715) 421-7300



Tim Knowles
(715) 401-0105

Doug Pilgrim
(715) 459-4784

Doug Kreuser
(715) 213-2773

Ken Radke
(715) 459-4264

UTILITIES RESPONSIBILITIES
North Central Region

Regional Utilities Supervisor
Ryan Arnold (715) 421-8030
Regional Utilities Engineer
Chris Peplinski (715) 421-8374
Regional Utilities Coordinator
David Rogers (715) 421-8313
Regional DT1077 Coordinator
David Rogers (715) 421-8313

NE (PDS Unit 2)(Dan Erva & Jim Volkmann projects)

Utility Coordination

Chris Peplinski
(715) 421-8374

David Rogers
(715) 421-8313

Permits

Terry Catlin
(715) 365-5763

NW (PDS Unit 3) (includes STH 29) (Jesse Jefferson and Stacy Hagenbucher projects)

Utility Coordination

Chris Peplinski
(715) 421-8374

David Rogers
(715) 421-8313

Permits

Terry Catlin
(715) 365-5763

South (PDS Unit 4)

Utility Coordination

David Rogers
(715) 421-8313

Permits

Keith Rutkowski
(715) 421-8035

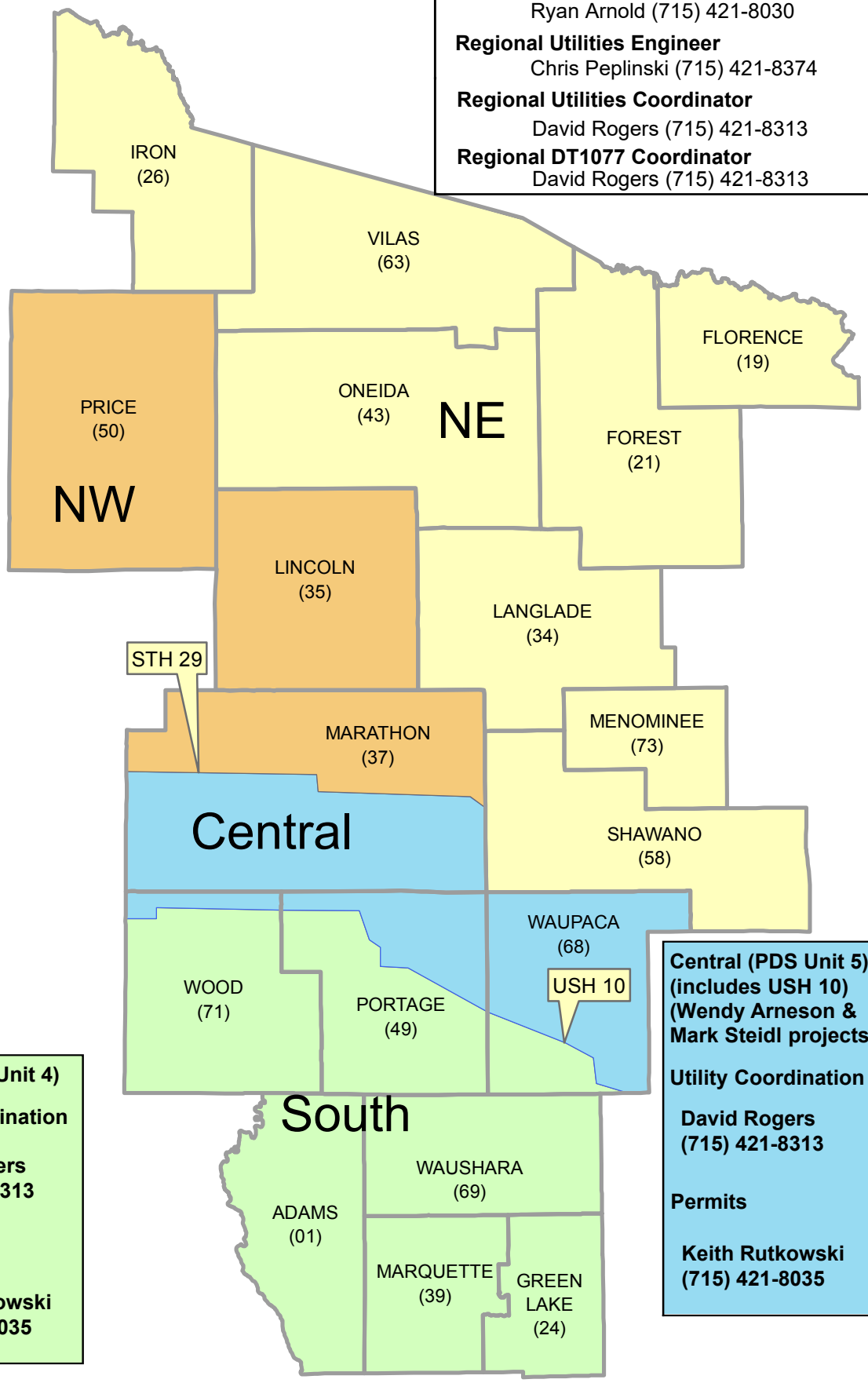
Central (PDS Unit 5) (includes USH 10) (Wendy Arneson & Mark Steidl projects)

Utility Coordination

David Rogers
(715) 421-8313

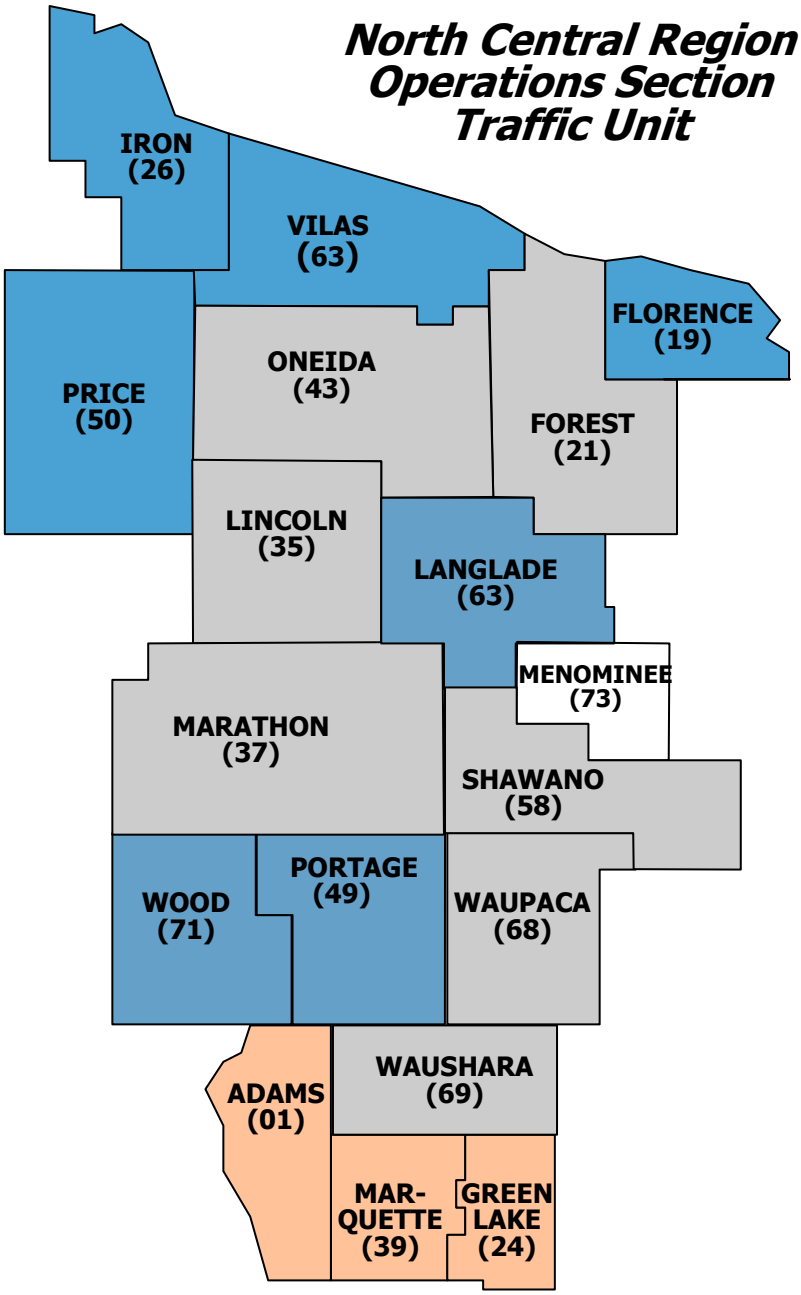
Permits

Keith Rutkowski
(715) 421-8035



Updated: 02/27/19

North Central Region Operations Section Traffic Unit



Jim Volkmann —Supervisor
(715) 365-5773

Jack Keiffer
(715) 365-5771
Geographical duties
ETO/Incident mgmt
Freight / OSOW

Tony Kemnitz
(715) 365-5785
Geographical duties
TSEWG rep
HSIP review committee

Cara Abts*
(715) 421-8024
Work zone traffic control
LCS
TMP

*** TSC meeting attendance only**
Geographical duties by others

Geographical Duties:

Regulations/Declarations/Permits
- Through highway declarations
- Speed limits
- Detours
- Banners
- Parking Declarations

Traffic Safety Engineering
- Safety issue identification
- Non-improvement studies
- HSIP recommendation
- Annual hot spot screening
- County traffic safety commission (TSC) meetings

Operational Traffic Studies
- Intersection stop control evaluation
- LOS operational analysis
- Traffic signal warrant analysis

Ron Johnson
(715) 421-8349
Traffic signal design
Traffic signal operations and timing
Lighting design
ITS

Laurie Miller
(715) 421-8394
Adopt-A-Highway
OSOW permits
Detour permits
Banner permits
Crosswalk permits
Crash plots

Lindsey Heineck
(715) 421-7300
Scoping for signals and lighting
Communication
ITS
Signing and marking
Crosswalk permits
Beacon permits

Al Smith
(715) 421-8364
Signing and Marking
Portable cameras
PCMS Boards
Speed Boards

Soils, Pavements and Materials (SPAM) Areas
North Central Region

IRON (26)

VILAS (63)

FLORENCE (19)

PRICE (50)

ONEIDA (43)

FOREST (21)

LINCOLN (35)

LANGLADE (34)

MENOMINEE (73)

MARATHON (37)

SHAWANO (58)

WOOD (71)

PORTAGE (49)

WAUPACA (68)

WAUSHARA (69)

ADAMS (01)

MARQUETTE (39)

GREEN LAKE (24)

North

South

Variable (STH 29 divider)

SPAM Engineer

Tom Nelson 715-365-5774

Lab Coordinator

Steven Hunter 715-365-5753

Independent Assurance

John Brophy 715-365-5737

SPAM Engineer

Taylor Christianson 715-421-8318

Lab Coordinator

Howard Marg 715-421-8060

Independent Assurance

Brent Ferguson 715-421-8097

Updated: 2/9/2021

WISCONSIN DOT TRIBAL LIAISON CONTACTS

wisconsindot.gov/tribalaffairs

STATE TRIBAL AFFAIRS PROGRAM MANAGER
Sandy Stankevich
(715)365-5784
sandy.stankevich@dot.wi.gov

STATE TRIBAL AFFAIRS PROJECT MANAGER
Cyless Peterson
(608)261-0131
cyless.peterson@dot.wi.gov

BOX Construction Folder Structure & Guidance

Tier 1	Tier 2	Tier 3	Guidance
ChangeMgmt			
	Claims		
	ContractModCMJ		
		Draft	
		Executed	
	CRI		
	Issue		ROM, WAF, RFP
	ProjectControl		
		CostToComplete	
	RFI_DIN		
ConstrOps			
	Electrical		add subfolders as needed for Lighting, Signals, ITS
	Railroad		
	SoilsPavement		
	Structures		
	SurveyStaking		
	Traffic		
	Utilities		utility conflict reports
DesignLinks			Bookmark to design folder(s) or all relevant design documents needed for construction; Do not copy documents from Design to this folder
Environmental			
	ArcHist		
	HazMat		
	StormwaterEC		include WPDES (TCGP) certificate of permit coverage and NOT confirmation
		ECIP	
		InspectionOrder	
		Release	
FieldManager			
	Backups		
	EstimatesStockpiles		
	ImportExport		
Finals			
	MaterialsFinals		
		ProjectMaterialRecords	product data, certs, test reports, pictures, etc.
		MaterialArchives	eguide, certs, test reports, heat #, pictures, final QMP (w/155 reports, tracking spreadsheets, QC/QV data, random #), etc.
		DT1310	Buy America (WS4567 & exemptions), Nonconforming, Non-Performance
	Reports		DQI, explanation of variation, contractor performance reports, DT2509/2510; contractor evals, completion certificate, IDR Summary & Index
	ReviewForms		contract items review DT2076, statement of contract time, records issue list
	SubmittedPantryForms		beamgaurd verification spreadsheet, curb ramp compliance form, anchor bolt forms, piling forms, structure clearance forms, maintenance forms, submitted to region/BOS/BPD
ItemSourceDocs			
	CADDFiles		.dwg, .dgn or other drawing files used for item measurement/payment
	Spreadsheets		Pantry spreadsheets or other compsheets used for item measurement/payment
	Tickets		tickets used for item measurement/payment
Materials			
	Submittals		materials documentation submitted by contractors
Meeting			add subfolder for Traffic as needed
	PreCon		
	PrePave		
	PrePour		
	Progress		
Plan			Sublet information should be located in labor compliance folder
	Asbuilt		
	BidDocs		bid tabs, prebid inquiries
	Let		asLet plan & proposal (including addenda)
	Revision		new folder added summer 2020
ProjectMgmt			
	ConsultantContracts (DOT Only)		engineering delivery estimate, negotiation documentation, etc.
	ContractCorr		award letter, post award letter, NTP, acceptance letters, punchlist, emails, etc.
	LaborCompliance		request to sublet, payment issues, NOTE: confidential info should be filed with Labor Compliance specialist
PubInv			
	PropertyOwner		Bookmark to RE Commitments in design folder; property owner letters, public inquiry & outreach, Construction Permits
	PublicMtg		invites, agendas, minutes for Public/Construction Involvement Meeting, Local Officials Meeting, Business Meeting
	WeeklyUpdate		weekly construction updates, media inquiries
Schedule			CPM schedule, weekly progress, monthly review
	Initial		
	Updates		
SiteDocumentation			Unlimited space available to upload all photos/videos (Haul routes, Box Capture app to pic, etc.)

START CONSTRUCTION CHECKLIST

[ ]

DOCUMENT	**DATE**
Notified Region's Communications Manager one month prior to construction work start	
Received EPA ID Number from Region's Environmental Coordinator to dispose of lead paint (if applicable)	
Received written permission from the utility companies to place signs on power poles (if applicable)	
Verified the Right-of-Way points are monumented on new right-of-way, PLE's, TLE's, and construction easements prior to construction and document on the "As-Staked R/W Documentation" spreadsheet in the PE File (if applicable)	
Notified contractor that the R/W staking has been completed (if applicable)	
WPDES General Permit required? ◉ Yes ○ No	
Contract Specialist Notified of WPDES requirements	
Permit Coverage Start Date	
*ECIP entered in FITS: Is Plan Required? ○ Yes ○ No	
Received from contractor	
Approved by Erosion Control Engineer	
DNR Concurrence	
Preconstruction Meeting invitations sent (14-day notice required)	
Preconstruction Meeting minutes distributed	

Received As-Lets plan (Included in Preconstruction Meeting minutes) _____

*Requests to Sub-Let approved _____

Subcontractors entered in FieldManager & FITS file sent _____

*Work Schedule accepted by Project Engineer and forwarded to Contracts Specialist for distribution _____

Traffic inconvenience & detour information entered in LCS
(must be completed at least two weeks before construction start) _____

Crew list information provided to Contracts Specialist _____

Materials Reporting System (MRS) E-Guide created by Project Engineer
(Project Specific Testing Guide) _____

Source of materials from contractor to Region's Materials Coordinator _____

Submitted proof of railroad insurance to Region's Railroad Coordinator
(if applicable) _____

Contractor has archeological and property owner's clearances, DNR approval, and ECIP updated for borrow pits and waste sites (if applicable) _____

Contractor has DNR permit allowing stream markings on navigable waters (if applicable) _____

Blasting plan received from contractor
(if applicable; found in Special Provisions) _____

Contractor has Department of Commerce permit allowing blasting
(if circumstances are outside of Administrative Code COMM 7) _____

*Notice to Proceed sent to contractor _____

FITS file sent when time is started _____

***The first estimate will not be paid until these are done.**

Following TRANS 401 of Wisconsin Administrative Code, an ECIP for a project shall be provided to the appropriate WisDOT region office of construction and to the appropriate WDNR liaison, as identified in the plan, at least 14 days prior to the pre-construction conference; or at a time otherwise agreed upon by WisDOT, WDNR and the prime contractor. The ECIP shall be prepared by the prime contractor in a detailed, written and pictorial format that identifies the schedule, timing, and methodology for the contractor's implementation of the project's erosion control plan. See the ECIP Worksheet Instructions in the Appendix for additional information regarding ECIP contents.

The ECIP shall not be implemented prior to its written approval by the Department of Transportation, in consultation with the Department of Natural Resources.

Project ID: _____ Airport: _____

Name of Project: _____

_____

Type of Work: _____

Prime Contractor: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____

DOT-BOA Project Manager: _____

A. The following shall complement the WisDOT project erosion control plan.

1. Principal contact of the contractor responsible for installation, maintenance, and removal of erosion control and storm water management measures at the project sites.

   Name: _____ Phone: _____

   Firm: _____ E-mail: _____

   Address: _____

2. A description of the intended timetable and sequence of major land disturbing activities at the project sites.

3. A description of erosion control and storm water management measures to be utilized and a schedule for implementing them, including staging construction and maintenance to limit disturbed areas subject to erosion; timing and use of erosion control mobilizations; method for winter shut-down; and the removal of temporary measures.

4. For each structure on the project identify:
   a. How any Special Provisions relating to bridge removal will be met.
   b. The structure removal capture system to be used.
   c. Dewatering methods and locations.
   d. Protection around abutments and pier(s).
   e. Location and protection of stockpile(s).
   f. How water will be handled (i.e. diversion channel, pumping), include detailed plan.
   g. Location of staging areas.
   h. Any changes needed to the 404 permit.

5. A description of any additions, amendments, deletions or modifications to the projects erosion control plan or any of the contract documents which pertain to erosion control and stormwater management for the project sites.

B. Selected Site ECIP

Project ID: _____ Airport: _____

Project Description: _____

Type of Work: _____

Prime Contractor: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____

DOT-BOA Project Manager: _____

The ECIP shall also include, at a minimum, a narrative and pictorial description for **each** of the selected sites, if any, and attendant erosion control and storm water management measures for the selected sites. If the combined area of the project site and all selected sites disturbs 1 or more acres as determined by WisDOT the following information is required for each selected site. Selected sites that **do not** involve processing of materials and are used exclusively in DOT projects shall be addressed in the ECIP.

If a selected site is used prior to WisDOT written approval, it is not covered under the Cooperative Agreement between WisDOT and WDNR; all applicable federal, tribal, state, and local permits need to be obtained for the selected site.

1. Selected Site Name: _____

   Address: _____

   City/Village/Town: _____ County: _____

   Township Range Section 1/4 Sect. 1/4-1/4 Sect.: _____

   Include a location map (i.e., plat map).

2. Principal contact of the contractor or other person responsible for installation, maintenance, and removal of erosion control and stormwater management measures at the selected site.

   Name: _____ Phone: _____

   Firm: _____ E-mail: _____

   Address: _____

3. Commercial Site: Does this site have a **stormwater** permit issued by another Wisconsin State Agency (i.e., WDNR) or Federal Government Agency (i.e., EPA)? *Yes / No*

   If no, continue to question #4

   If yes, Name of the site: _____

   Contact for the site: _____ Phone: _____

   Include cover sheet of Federal or Wisconsin Stormwater Permit or printout of WDNR

Industrial Stormwater general permit website displaying the Permit number, FIN number, and Status.

Will the waste or borrow be in the permitted area? *Yes / No*

If yes, this is the end of Part B for this selected site.
If no, then complete the remainder of Part B.

4. Have applicable permits been obtained? *Yes / No*

5. Is the selected site on tribal land? *Yes / No*

6. Has the Archaeological Review (Form DT1919) been sent to BTS? *Yes / No*

   What was the Bureau recommendation? _____ Have not received response yet

   _____ Survey Recommended _____ High Potential _____ OK to Proceed

7. Construction activity dates at the selected site: Start: _____
   Complete:_____

8. A narrative description of the selected site as it exists before construction, the nature of the activities to be performed at the site including approximate quantity of waste/borrow material, and land use anticipated after restoration to the site.

9. A description of the intended sequence of major land disturbing activities at the selected site.

10. Estimated total area of selected site: _____Total disturbed area:_____

11. Immediate receiving waters: _____
    (Attach FEMA Floodplain maps)

12. Runoff coefficients at the selected site. (Attach the Runoff Coefficient Table)

    Supply the following estimates: Site slope before construction: _____ After: _____

13. Site map(s) including: (See Trans 401.08(2)(b)(11) for details).
    a. Boundaries of the site and areas of soil disturbance.
    b. Existing topography and drainage patterns, roads and surface waters.
    c. Drainage patterns and approximate slopes anticipated after major grading activities.
    d. Location of major structural and non-structural erosion control and stormwater management practices.
    e. Location of areas where stabilization will be employed, including but not limited to vegetation, following construction or maintenance activities.
    f. Area and extent of wetland acreage on the site, whether disturbed or not.
    g. Locations where storm water is discharged to a surface water or wetland.

h. Location of any internal haul roads.

(Recommend using USGS maps, Orthophotos, SCS Soils maps, or equivalent.)

14. A description of appropriate erosion control and storm water management measures that will be employed at the selected site to prevent sediments and pollutants from reaching waters of the state, including wetlands. The plan shall clearly describe the appropriate best management practice for each major activity identified and the timing during the construction process that the measures will be implemented. The description of best management practices shall include:

    a. Description of permanent or temporary erosion control and storm water management measures. Plans shall ensure the preservation of existing vegetation where practical.

    b. Description of structural practices to divert runoff away from exposed soils, to store flows or to otherwise limit runoff and the discharge of pollutants from the site.

    c. Management of overland flow at the site.

    d. Trapping of sediment in channelized flow.

    e. Staging construction to limit bare areas subject to erosion.

    f. Protection of downslope drainage inlets where they occur.

    g. Minimization of tracking at the site.

    h. Clean up of off-site sediment deposits.

    i. Proper disposal of building and waste material at the site.

    j. Stabilization of drainage ways.

    k. Installation of permanent stabilization practices as soon as possible after final grading.

    l. Minimization of dust to the maximum extent practical.

    m. Stabilization of the disturbed portions of the site.

15. A description of the procedures to maintain vegetation, best management practices and other protective measures, in good and effective operating condition. If the selected site will remain open for more than 2 weeks without construction activities (i.e. over-winter), how will the site be stabilized and how often will it be inspected?

If permanent infiltration devices are employed, complete:

16. Existing data describing the surface soil, subsoils, and depth to groundwater at the selected site. (Refer to Soil Conservation Service's County Soil Survey Book or equivalent where available.)

C. Amendments

The contractor shall follow the procedure outlined in Trans 401.08(3) for all amendments.

The ECIP shall be amended when there is a change in design, construction, operation or maintenance at a project or selected site that has the reasonable potential for a discharge to

waters of the state and that has not been addressed in the ECIP; or when the best management practices required by the plan fail to reduce adverse impacts to waters of the state caused by a discharge.

Amendments are subject to the written approval of the Department of Transportation after consultation with the DNR.

Label all attachments with the corresponding Section and Number (i.e., Attachment B8).

Appendix - ECIP Worksheet Instructions

The prime contractor implementing the erosion control plan for the project shall develop the Erosion Control Implementation Plan. The prime contractor shall also use the ECIP to develop and implement an erosion control plan for selected sites, if any. The prime contractor is referred to ch. Trans 401, Wis. Administrative Code for a detailed account of the items required in the ECIP.

The ECIP shall be prepared in a detailed, written and pictorial format that identifies the schedule, timing and methodology for the contractor's implementation of:

A. The project's erosion control plan.

B. The erosion control plan for selected sites. "Selected sites," means any borrow site or material disposal (waste) site used exclusively for projects administered by WisDOT.

The following is a description of the requirements that are needed for an ECIP under Trans 401. The associated numbers coincide with the ECIP worksheet. The ECIP is not intended to restate contract requirements relating to environmental issues. The ECIP shall contain information as to how the contract erosion control requirements will be implemented by the prime contractor.

Section A is required for any DOT directed and supervised project that has the potential for erosion. However, the level of detail for an ECIP depends on the project type. DOT administered projects that do not contain bid items for erosion control *may* not require the submittal of an ECIP, unless specified otherwise by the DOT (i.e., long line stripping).

A1. Identify the contractor's representative in charge of installing, maintaining and removing the erosion control devices, i.e. erosion control subcontractor. Include phone number(s) and e-mail address that will directly contact this representative at any time of the day or night, not the office number.

A2. The contractor's progress schedule with all land disturbing and erosion control activities, including erosion control mobilizations.

A3. The contractor must explain how they will implement the erosion control plan into their construction stages and operations. Prepare a narrative that describes how the erosion control practices fit into the project and show when erosion control mobilizations are to occur. Use drawings to illustrate staging as well as proposed changes. Each erosion control item must be shown and labeled. Show when specific erosion control practices will be placed or removed for each operation or stage of the project. Indicate when temporary measures will be removed. Describe any additional measures not included in the erosion control plan due to late season work. If any portion of the project will remain open for an extended period of time (i.e. over-winter) indicate how the area will be stabilized and how often and by whom it will be inspected.

A4. For each structure on the project identify the following:

a. Refer to any and all Special Provisions that relate to each structure and how they will be met.
b. What method will be used to prevent material from falling?
c. Identify what method will be used for dewatering, the maximum pumping rate for this method, where will it be located and if vegetation is required to at the outlet.
d. Method to create a barrier between the abutments or piers and any open water.
e. Where will any stockpiles be located and how will they be protected from entering a waterway or wetland.
f. Method to divert or handle live water while working on the structure. Include a detailed plan.
g. Where will the staging area be located and how will it be separated from any live water or wetlands.
h. If there is an existing 404 permit is it adequate or will contractor methods require an amendment? If there is not a 404 permit do the contractor methods require one?

A5. Any changes to the erosion control plan are identified in this section.

Section B of the worksheet is for selected sites (borrow and material disposal sites) only. Complete Section B for **each** selected site. The ECIP for selected sites shall include, **at a minimum**, a narrative and pictorial description of each of the selected sites (plan and cross section views as appropriate), the erosion control measures used at each site, and a schedule for implementing them.

Selected sites that involve material processing must be in compliance with NR 216 and other laws for use in a DOT project, but do not require the submittal of a full ECIP. For these sites, the ECIP should document the compliance of the processing sites with NR 216 and other applicable laws.

B1. Name and location of selected site. Attach a plat map or other location map.

B2. Identify the contractor's representative in charge of installing, maintaining, and removing the erosion control devices. Include a phone number and e-mail that will directly contact this representative, not the office number.

B3. If this site has an individual or general **stormwater permit** by another Wisconsin State Agency or Federal Government Agency the complete ECIP is not required, but proof that it is permitted is required. Information can be obtained from Wisconsin DNR website, keywords: industrial stormwater permit or at http://dnr.wi.gov/topic/stormwater/data/Industrial/ . If the work done is on the pit property, but not in the permitted area, a complete ECIP Section B submittal is required. An NR135 permit alone is not acceptable.

B4. It is the contractor's responsibility to know what permits are applicable.

B5. Lands owned or held by a recognized Tribe will need to go through the tribe, in addition to WisDOT and WDNR, for the ECIP process.

B6. An Archaeological Review must be sent to BTS for review for each selected site.

B7. Start and completion dates of construction activities on selected site.

B8. Describe the selected site before, during and after construction. Identify the existing site conditions and use (i.e. farmed field, lawn). Identify if it is a borrow site or material disposal (waste) site including how material will be removed or deposited and approximate quantity of material. Discuss the post construction use of this site.

B9. Timetable for selected sites similar to the progress schedule for the project site.

B10. Area of each individual selected site. Area of disturbance.

B11. List immediate receiving waters that are directly affected by runoff from the selected sites. If there is an immediate receiving water, special care must be taken to protect this area. A check to see if this area is a wetland is recommended.

B12. Attach the DOT's Runoff Coefficient Table, and note the before and after construction slopes.

B13. Map showing where site is located. Please see Trans 401.08(2)(b)(11) for details. Identify the topography, drainage patterns, anticipated slopes and areas of disturbance, location and timing of structural controls, non-structural controls, areas where stabilization will be employed, and areas that will be vegetated on the selected site.

a. Use plan or location map to outline both the property and the area of soil disturbance.
b. Use USGS Topographical map or similar to show existing conditions. http://nationalmap.gov/gio/viewonline.html
c. Use same map to identify drainage patterns at the site.
d. Identify where the BMPs will be used.
e. Where and how will the site be stabilized, i.e. seed or sod.
f. Identify any impacted, affected or nearby wetlands. If there are any wetlands that may be affected, then a qualified Wetland Delineator must establish the boundaries. http://www.dnr.state.wi.us/wetlands/mapping.html

g. Locate where stormwater will be discharged from the site during and after construction and any protection needed at the outfall.
h. Locate any existing or created haul roads within the site boundaries that will be used.

B14. Where and how best management practices will be used.
a. Which BMPs are going to be used and where.
b. Topsoil berms to divert water away from exposed surfaces.
c. How will the overland flows be contained, diverted and prevent sediment from leaving the site.
d. Ditch checks, sumps, sediment traps, etc.
e. Identify if the way the site is staged will prevent excessive runoff.
f. Protect all nearby inlets that may likely be affected by the site.
g. Type of tracking pad if needed.
h. Method and frequency of cleaning any sediment that left the site. (i.e. sweeping at end of each day if tracking pad is not 100% successful at keeping sediment on site.)
i. Disposal methods for all non-sediment on site.
j. Permanent stabilization of any ditches, channels or depressions where water will likely flow post-construction.
k. Schedule permanent stabilization as soon as practical to prevent possible future erosion.
l. Identify any dust control practices that will be used.
m. Vegetation or signed agreement with property owner if it will be farmed or for other use immediately after the site is closed.

B15. Describe the maintenance procedures that will be used on the selected site.

B16. Soil information is required when permanent infiltration devices will be used on the selected site. The information will usually come from Soil Conservation Service County Soil Survey (SCS) book. http://websoilsurvey.nrcs.usda.gov/app/

Section C. Please refer to Trans 401.08(3) for all amendments. DNR should be notified by DOT of any planned amendments to the plan.
ECIP's may be done in stages, if approved by the DOT (for example, all selected sites are not known at the time of ECIP submittal). The ECIP for the initial project should indicate when the other stages would be submitted to the DOT.

ECIP Approval

Project ID: **1234-56-78**
County: **Marathon**
Highway: **STH XX**
Project Termini: **Stevens Point – Merrill, County Line to 5th Avenue**
Precon Date: **TBD**

ECIP Approved: **__X__Yes** **_____No** **_____Partial Acceptance**

DNR Comments Received: **X_____Yes** **_____No (Email 8/13/2015)**

ECIP
Original Submittal: 8/12/2015. Reviewed: 8/14/2015

Schedule:

1. No Comments.

General Part A:

1. Plan calls for 100 MGAL of water. If water is drawn from the surface water, provide measures for cleaning pumps before and after to protect against invasive species and control. If drawing from private property (boat landing, etc), landowner permission is required. If a municipal source, no concerns.
2. ECIP is approved only with the use of Selected Site #1.

Selected Sites Part B:

1. Selected Site One: Johns Pit – Approved
   a. DNR FIN: 12354

2. Selected Site Two: Someone's Back Yard – Not Approved
   a. Item #6: Waiting on BEES Approval
   b. Item #9: Include Site Maps
   c. To maintain proposed schedule, resubmit as an amendment once information has been received.

Contractor and subcontractors are reminded to perform construction operations in a manner in accordance with Sections 107.18, 107.19, and 107.20 of the Standard Specifications.

Reviewed and Approved By:
North Central Region

Approved By:
Storm Water and Erosion Control Engineer

Ryan L. Arnold 8-14-2015

Reviewed / Commented By:
Construction Project Engineer

2021 NCR Weekly Construction Update

Project ID	
Highway	
Overall Schedule	

Traffic impacts for next week:

Anticipated work scheduled for next week:

Work completed since last update:

Has LCS been updated?

SOURCE OF MATERIALS REPORT

Wisconsin Department of Transportation

DT1349 6/2007 (Replaces EL15L)

NOTE TO CONTRACTOR: Submit to Regional Office in triplicate as soon as possible to avoid delay in inspections. If all information is not known immediately, submit what is available and supplement it later.

Project ID	Federal Project Number	Contract Number	County
Highway/Bridge	Project Description		
Contractor		Type of Work	

MATERIAL		DEALER AND/OR SOURCE		
AGGREGATES (Base Course)				
AGGREGATES (Other)				
ASPHALT MIXTURE	Asphalt			
	Principal Aggregate			
	Blending Aggr., Coarse			
	Blending Aggr., Fine			
CONCRETE JOB MIX		Brand & Type	Est. Amt.	Tons (Mg)
	Cement			
	Fine Aggregate			
	Coarse Aggregate			
CONCRETE READY MIX	Plant Name			
		Brand & Type	Est. Amt.	Tons (Mg)
	Cement			
	Fine Aggregate			
	Coarse Aggregate			
CONCRETE READY MIX	Plant Name			
		Brand & Type	Est. Amt.	Tons (Mg)
	Cement			
	Fine Aggregate			
	Coarse Aggregate			
		Brand & Type	Est. Amt.	Tons (Mg)
FLY ASH				
BAR STEEL REINFORCEMENT (Pavt.)				
PIPE	Concrete			
	Metal			
STEEL BEAM GUARD				
WOOD POSTS (Treated)				

(ADDITIONAL LISTINGS ON BACK)

BAR STEEL REINFORCEMENT (Bridge)	
BAR STEEL REINFORCEMENT (Bridge, Coated)	
STRUCTURAL STEEL (Bridge)	
FORGINGS (Bridge)	
CASTINGS (Bridge)	
RAILING (Bridge)	
LUMBER & TIMBER (Treated)	
TIMBER PILING (Treated)	
STEEL PILING	
GEOTEXTILES	

OTHER MATERIALS

Prestressed Girder, Pavement Marking Materials, Fencing, etc.	**DEALER AND/OR SOURCE**

SUBLET REQUEST AND DBE SUBLET PURCHASE REPORT

Wisconsin Department of Transportation

DT1925 6/2014 (Replaces EC469)

Instructions:

Contractor: Furnish 2 signed copies to the Regional Office.
Region: Return 1 completely executed original to contractor.
Send 1 copy to Project Engineer & 1 copy to Central Office Construction.

Proposal Date	Submitted Date

State Project ID Number	Federal Project Number	County

Road Name	Highway

Proposed Subcontractor	Address and Telephone Number

☐ DBE

☐ Non-DBE

☐ Purchase Service or Materials Only

Permission is requested to sublet the following described work on the above project in the total amount indicated below.
Actual agreed unit prices and amounts to be sublet or purchased are to be shown in the following tabulation as appropriate.

ITEM NO.	QUANTITY	UNIT	ITEM	UNIT PRICE	AMOUNT
				$	$

Contract Total Amount	% to Sublet	TOTAL $

PREVIOUSLY REQUESTED APPROVED SUBCONTRACTS	AMOUNT	% OF CONTRACT
	$	

* Percentages of DBE purchase agreements are not to be shown. TOTALS $

I certify that arrangements have been made for the foregoing work with the listed subcontractor. I understand that any willful falsification, fraudulent statement or misrepresentation will result in appropriate sanctions which may include debarment and/or prosecution under applicable state (Trans 504) and federal laws.
I certify that for federal projects only, the reference subcontract is in writing and physically includes the pertinent federally required provisions, included in my contract with the Wisconsin Department of Transportation.

SUBMITTED BY CONTRACTOR

X
(Contractor Name) (Date)

X
(Authorized Agent) (Date)

Approved for Wisconsin Department of Transportation

X
(Regional Project Development Chief) (Date)

➨ Sub-contractors cannot start work until the Project Engineer has a "Request to Sublet" for them approved by Contract Compliance Specialist. (This includes 2nd, 3rd tiers, etc.)

PROCESS:

- Contractor submits request to Contract Compliance Specialist.
- Contract Compliance Specialist approves and sends copies to the Project Engineer and the contractor.
- The Project Engineer enters in Field Manager.

Please complete the form and return to the appropriate NCR Contracts Specialist.

Project Information	
Project ID	**Title**
Highway	**Limits**

County (check all that apply)

☐ Adams ☐ Florence ☐ Forest ☐ Green Lake ☐ Iron ☐ Langlade
☐ Lincoln ☐ Marathon ☐ Marquette ☐ Menominee ☐ Oneida ☐ Portage
☐ Price ☐ Shawano ☐ Vilas ☐ Waupaca ☐ Waushara ☐ Wood
☐ Other Counties (list additional)

Project Team	**Contractor Information**
Engineer	**Contractor**
Manager	**Email Address**
Supervisor	**Materials Coordinator***
Designer	*The contractor's material coordinator is required to attend the pre-con.

Preconstruction Meeting Information		
Date	**Location**	
Time		

Distribution list ◉ Rhinelander ○ Wisconsin Rapids

Additional applicable attendees (check all that apply)

☐DNR Liaison	☐Sheriff	☐State Patrol	☐City Engineer
☐Highway Commissioner	☐Railroad Coordinator	☐Director of Public Works	

☐Central Office support requested	
☐Mayor(s) *(Name, City of)*	
☐Chairperson(s) *(Name, Town of)*	
☐Village President(s) *(Name, Village of)*	
☐Large Businesses	
☐Citizens Groups	
☐Others	

☐**Utility sheet attached**

DELETE YELLOW HIGHLIGHTED AREAS PRIOR TO MEETING:

- Complete as much information as possible before the Preconstruction Meeting.
- Remove all sections that are not applicable to your project prior to the meeting.
- Add notes as necessary prior to meeting.

Project I.D.:	Federal Project I.D.:
Highway:	Project Title:
County:	
Meeting Location:	Meeting Date:

CONTRACT:

- Contractor:
- Contract Amount:
- Contract Execution Date:
- Contract Time:

PROSECUTION AND PROGRESS:

- Proposed schedule: See handout.
  - Proposed start date:
  - Anticipated completion date:
- Anticipated hours of work:
- Special contract schedule requirements:
- Proposed start work notice date:
- Weekly coordination meeting time:

PROJECT PERSONNEL:

Line of Communication (Associated Levels of Decision Making)

WisDOT		Contractor	
Project Engineer		*Foreman*	
Name		Name	
Phone		Phone	
Cell		Cell	
Email		Email	
Project Manager		*Superintendent*	
Name		Name	
Phone		Phone	
Cell		Cell	
Email		Email	
Project Development Supervisor		*Superintendent*	
Name		Name	
Phone		Phone	
Cell		Cell	
Email		Email	
Project Development Chief		*Contractors Main Office*	
Name		Name	
Phone		Phone	
Cell		Cell	
Email		Email	

Contractor's 24-Hour Contact:
Cell Phone Number:

SUB-CONTRACTORS:

Sublet requests are required for **ALL TIERS** of subcontractors per 108.1 of the Standard Specifications for Highway and Structure Construction (truck owner/operators are the only exception).

Proposed Sub-Contractor	Type of Work
1.	
2.	
3.	
4.	
5.	
6.	
7.	

FIELD OFFICE:

- The field office must be fully operational before the project starts.
- The field office information:
    - Field office telephone number:
    - Field office fax number:
    - Date the field office will be ready for use:
    - Address/location:

RIGHT-OF-WAY, SURVEY, & LANDMARKS:

- Was R/W purchased?
- Are there R/W commitments?
- Comply with section 107.11 of the Standard Specification, protecting and restoring property regarding mailboxes, fire numbers, or local street signing.
- It is the contractor's responsibility to protect all landmarks and property pins.
- The Project Engineer will log the R/W posts/pins before and after construction. The contractor is responsible for replacing any that are found missing after construction.
    - The Project Engineer will provide the "As Staked R/W Documentation" spreadsheet to the contractor at least two weeks prior to work start.
    - Contractor is to verify and return to the Project Engineer prior to work start.
- Other surveying items:
    - Perpetuation of Section Corners
    - Perpetuation of Property Monuments
    - Right-of-Way Staking
    - Control Monuments (U.S.G.S., N.G.S., H.A.R.N., Height Modernization, and County Densification)
    - Research and locate the existing property monuments.

UTILITIES:

1.
2.
3.
4.
5.
6.

(Note: Utility representatives may leave at this point.)

RAILROAD ITEMS:

- The contractor shall provide evidence of insurance coverage as soon as possible. No work shall begin prior to the railroad company's approval of this insurance. The Project Engineer shall forward a copy of the approved insurance binder or policy to the Regional Railroad Coordinator.

- The contractor shall hold a meeting with the Project Engineer and the railroad company regarding the RR Checklist (Pantry software) before work begins. The checklist has been developed to help the Project Engineer talk about railroad related issues with the contractors and railroad companies.
    - Date of meeting:

LABOR COMPLIANCE:

- Are there additions or corrections to the sub-contractors?

- Where do you plan on placing the wage board?

- See handout.

TRAFFIC CONTROL:

- All flaggers must provide certification documentation to the engineer before flagging.

- Traffic control devices must be properly maintained 24 hours a day. A person who will be on call to perform these duties during off hours, weekends, and holidays shall be designated at the time the initial traffic control devices are installed. The person's name and telephone number will be furnished by the prime contractor to the Project Engineer, local law enforcement agencies, and the County Highway Department.

    - The prime contractor is responsible for assuring the maintenance is done.

    - The prime has given maintenance responsibility to:
        - Contact Person:
        - Location:

                                Regular Work Hours Off Hours

        - Office Phone Number:
        - Cell Phone Number:
        - Pager Phone Number:

- Emergency contact for temporary signals:

- How will local access be maintained during construction:

- Any signs removed by the contractor must be properly stored and protected from damage. Any traffic control signs removed by the contractor must be immediately replaced when work requiring their removal is complete.

- Stop signs shall be functional at all times. Stop signs shall only be down when a flagman is present to control traffic. Temporary stop signs shall be mounted on a post or barricade – signs not allowed in barrels.
- Before any roads are closed, it is the responsibility of the prime contractor to contact:

- Local law enforcement agencies, local fire department, postal service, ambulance service, and school bus service.
- Contractor to provide documentation to Project Engineer of contacts made prior to road closures.

- The Project Engineer is responsible for entering traffic impediment data in the Lane Closure System (LCS). Contractor is to notify the project Engineer a minimum of 2 weeks prior to traffic impact or as noted in the special provisions.

- Turning signs away from roadway (parallel with road) are not allowed as they are not crashworthy.

HAUL ROADS:

- Subsection 107.2 of the Standard Specifications:
  - Notify the engineer in writing at least 3 business days before hauling materials over a public road or street not a part of the state highway system.
  - Haul roads must be logged with the Project Engineer before and after their use. The County Highway Commissioner or Town Chairman are encouraged to accompanywhen the roads are logged.

Anticipated Haul Roads:	Owner:
1.	
2.	
3.	

- Do you anticipate that any load limits or access problems will affect your haul roads?

EROSION CONTROL:

- Contractor's contact responsible for installation and maintenance of erosion control measures:
  - Contractor:
  - Office phone number:
  - Cell phone number:
  - Fax number:

- Erosion control implementation plan (ECIP):
  - The ECIP must be followed throughout construction.
  - ECIP amendment is required for any changes to construction operations not originally included in the approved ECIP. Work shall not begin until amendment(s) is/are approved.
  - Pits, quarries, and waste areas:
    - If noncommercial pits, have the archeological survey requests been submitted?
      - Approval date:
      - If not, anticipated date of submittal:
    - All erosion control measures must be installed prior to opening site. Final restoration must be shown in the ECIP. Any changes will require an ECIP amendment.
  - ECIP approval date:
    --OR--
  - ECIP anticipated approval date:

- Dewatering
  - Any dewatering activities must be included in the ECIP.
  - Use WDNR Technical Standard 1061 as guide: http://dnr.wi.gov/runoff/stormwater/techstds.htm
  - Project Engineer to notify Region Stormwater Engineer when dewatering begins.

- Special erosion control contract provisions:

- Unresolved erosion control issues:

ARMY CORP OF ENGINEERS 404 PERMIT AND DNR COMMITMENTS:

- Is an ACOE 404 Permit required?
  - If yes, has it been acquired?

- The contractor is responsible for obtaining a 404 permit for impacts to wetlands and waterways not included in the Departments permit.
  - Are changes to the 404 permit anticipated?

- Prohibited discharges to wetlands or waterways:
  - Wisconsin Administrative Code (Trans401) requires a notification of a prohibited discharge to the DNR within 24 hours of learning of a prohibited discharge. Contractor must notify the Project Engineer or Project Manager who will contact the WisDOT Regional Stormwater and Erosion Control Engineer, WDNR liaison, and Army Corps of Engineers.

- Special DNR environmental commitments:

MATERIALS:

- The Source of Materials Form was/will be sent to the contractor on:
  - Date received from contractor:
  - If not, anticipated date of submittal:

- The Project Testing Guide was/will be sent to the contractor on:

- Project materials representative
  - WisDOT
    - Name:
    - Phone:
    - HTCP Materials Coordinator Certification Number:
  - Contractor
    - Name:
    - Phone:
    - HTCP Materials Coordinator Certification Number:

- QMP Requirements
  - Has the Quality Control Plan been submitted for:
    - Subgrade? Date: If not, anticipated date:

        - Base Aggregate? Date: If not, anticipated date:
        - HMA Pavement? Date: If not, anticipated date:
        - Concrete Pavement? Date: If not, anticipated date:
        - Ride? Date: If not, anticipated date:
        - Concrete Structures? Date: If not, anticipated date:
        - Concrete Ancillary Date: If not, anticipated date:

    - QV concrete test cylinders must be broken by a qualified lab other than the lab conducting the QC tests. (WisDOT Regional Lab typically should be utilized for QV testing.)

    - On QMP items the Independent Assurance Specialist (IAS) will conduct Independent Assurance (IA) testing on the QC testing as well as the verification testing.
        - The IAS will issue a report of his findings. Two copies will be given to the Project Engineer for his administration and distribution. One of these copies will be forwarded to the contractor for his administration and distribution to involved individuals, subcontractors and consultants.

- Buy America
    - All steel and iron materials permanently incorporated in this project shall be domestic products and all manufacturing and coating processes for these materials must have occurred within the U.S.
    - Certifications must indicate that the material meets Buy America requirements.

OTHER SPECIAL PROVISIONS:

- List and discuss unique special provisions in the contract:

- Are there any questions regarding ASP 6?:

CONTRACT ADMINISTRATION:

- For working day contracts: Contractor and Project Engineer to review and agree on charged working days each week.

- Timely Decision Making: An effort that began in 2014 to further expand on communications between contractors and WisDOT. The manual is located on WisDOT's HCCI site under Technical Manuals – Contractor needs to work with Project Engineer for using process.

- Contract modifications are to be approved before the work is performed, including cost and additional contract time.

- Completion of DQI (who and when):

- Final acceptance of this project will be made by:

- Final quantities shall be confirmed within 30 days of receipt of the semi-final estimate as specified in Section 109.7 of the Standard Specifications.

GENERAL DISCUSSION:

- List any miscellaneous items for discussion:

ACTION ITEMS REQUIRED BEFORE WORK CAN BEGIN:

- Contractor
  - List items that need to be completed by contractor:

- WisDOT
  - Notify Region Communications Manager of construction start date.
  - Inform the Contracts Specialist when it is time to send the Notice to Start letter.
  - Submit Lane Closure System Information.

Division of Transportation System Development
North Central Region
(Rhinelander or WI Rapids)

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Phone: (715) 365-3490
FAX: (715) 365-5780
Email: ncr.dtsd@dot.wi.gov

(DATE)

(CONTRACTOR'S ADDRESS)

SUBJECT: Project ID
Project Title
Project Limit
Project Hwy
Project County

In accordance with Subsection 108.2 of the Standard Specifications you are hereby notified to begin work in connection with your contract on the subject project on (Date) or within ten calendar days thereafter.

The contract starting date will be the date construction operations are started or (Date) whichever is earlier.

The Erosion Control Implementation Plan (ECIP) has been approved / approved with the following exceptions:

1)

2)

No work shall be done in the excepted areas until amendments to the ECIP have been approved.

Is RR insurance necessary/approved?
Is there a WPDES permit?

Sincerely,

(Project Manager's Name)
Project Manager

XX/cs

cc: Project Leader
Supervisor
Bureau of Project Development Engineer
Region Storm Water Erosion Control Engineer
Contract Compliance Specialist
County Highway Commissioner
Mayor (If applicable)
Village President (If applicable)
Town Chairman (If applicable)

- Required on ALL contracts unless the start date is specified in the Special Provisions.
- Gives the contractor authority to be on our property.
- Contract MUST be executed prior to Notice to Proceed.
- Defines when time starts.

PROCESS:

- Project Engineer requests the letter from the Contracts Specialist in an e-mail with the two dates required in the letter. This letter is not to be done by the Project Engineer.
- The Contracts Specialist drafts the letter, obtains signatures and distributes the Notice to Proceed.

Division of Transportation System Development
North Central Region
(Rhinelander or WI Rapids)

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Phone: (715) 365-3490
FAX: (715) 365-5780
Email: ncr.dtsd@dot.wi.gov

(DATE)

(CONTRACTOR'S ADDRESS)

SUBJECT: Project ID
Project Title
Project Limit
Project Hwy
Project County

You are hereby authorized to begin work as of (Date) on the items related to XXX in connection with your executed contract on the subject project. Written notice of intention to start shall be given to the engineer at least 72 hours in advance of beginning work. Proper signing is required as per the MUTCD for all work performed.

No other items of work are authorized at this time. You will receive written notification authorizing the remaining contract work as per Subsection 108.2 of the Standard Specifications for Highway and Structure Construction, 20xx edition.

Sincerely,

(Project Manager's Name)
Project Manager

XX/cs

cc: Project Leader
Supervisor
Bureau of Project Development Engineer
Region Storm Water Erosion Control Engineer
Contract Compliance Specialist
County Highway Commissioner
Mayor (If applicable)
Village President (If applicable)
Town Chairman (If applicable)

- Gives the contractor authority to be on our property.
- Contract MUST be executed prior to the Conditional Notice to Proceed.
- Only the items specified are authorized for work.

PROCESS:

- Project Engineer requests the letter from the Contracts Specialist in an e-mail with the start date and permitted items. This letter is not to be done by the Project Engineer.
- The Contracts Specialist drafts the letter, obtains signatures and distributes the Conditional Notice to Proceed.

REQUEST TO ADD A PROJECT-CATEGORY TO AN EXISTING CONTRACT

PLANNING CCO

Requested By:		Date:	

Existing Contract ID	
Existing Project ID	

New Project	
Title	
Termini	
Hwy	
County	

New Category	
Number	
Description	
Funding	
Dollar Amount to be Encumbered	

Please provide one or two statements for the following:

Justification:	

Proposed Improvement:	

To be completed by Planning

Date Approved	
New Project ID Assigned	
Schedule Date	
Other Action Taken	
Central Project File Number	

Division of Transportation System Development
North Central Region
(Rhinelander or WI Rapids)

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Phone: (715) 365-3490
FAX: (715) 365-5780
Email: ncr.dtsd@dot.wi.gov

(DATE)

(CONTRACTOR'S ADDRESS)

SUBJECT: Project ID
Project Title
Project Limit
Project Hwy
Project County

In accordance with the Standard Specification 105.1(2), work shall be suspended for the subject project under this contract as of (Date), and contract time will not be charged during the period of suspension.

Work shall be resumed within ten days of which a written order to do so is issued by the project engineer.

You are relieved of maintenance responsibilities on the subject project during this suspension period.

Sincerely,

(PROJECT MANAGER'S NAME)
Project Manager

XX/cs

cc: Project Leader
Supervisor
Bureau of Project Development Engineer
Region Storm Water Erosion Control Engineer
Contract Compliance Specialist
County Highway Commissioner
Mayor (If applicable)
Village President (If applicable)
Town Chairman (If applicable)

- Used to stop work and/or time during the construction season.
- Used to stop work and/or time on a carryover project that was not intended to be a carryover project when the delay was not the fault of the contractor.

PROCESS:

- Project Engineer requests the letter from the Contracts Specialist in an e-mail with the date required in the letter. This letter is not to be done by the Project Engineer.
- The Contracts Specialist drafts the letter, obtains signatures and distributes the Notice to Suspend.

Division of Transportation System Development
North Central Region
510 N. Hanson Lake Road
(Rhinelander or WI Rapids)

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Phone: (715) 365-3490
FAX: (715) 365-5780
Email: ncr.dtsd@dot.wi.gov

(DATE)

(CONTRACTOR'S ADDRESS)

SUBJECT: Project ID
Project Title
Project Limit
Project Hwy
Project County

In accordance with Subsection 108.3 of the Standard Specifications you are hereby notified to resume work in connection with your contract on the subject project within ten days after the date of this notice, no later than (Date).

Sincerely,

(PROJECT MANAGER'S NAME)
Project Manager

XX/cs

cc: Project Engineer
Supervisor
Bureau of Project Development Engineer
Region Maintenance Manager
Contract Compliance Specialist
County Highway Commissioner
Mayor (If applicable)
Village President (If applicable)
Town Chairman (If applicable)

- Required on ALL contracts that have been suspended, unless time to resume is specified in the Special Provisions
- Gives the contractor authority to be on our property.
- Defines when time starts.

PROCESS:

- Project Engineer requests the letter from the Contracts Specialist in an e-mail with the date required in the letter. This letter is not to be done by the Project Engineer.
- The Contracts Specialist drafts the letter, obtains signatures and distributes the Notice to Resume

FINAL CONSTRUCTION CHECKLIST

Instructions:

NC Region is in the process of going digital. The expectation is that all files will be submitted electronically via BOX, with originals submitted in the project's physical finals box. Some items will no longer require a paper copy to be submitted.

Save all items in the project file's appropriate BOX folders. If multiple project IDs, items should be saved in the lowest project ID file folder

NCR-Projects-*State/Local*>Construction>Project ID>Finals>*Folders*

All original items are to be turned in with the project's physical finals box

Reminder: LPA – Local Public Agency: Provide necessary copies to the agency.

Key:

*Indicates an if applicable items: ☒Check box and provide date

➢ Indicates items to be distributed by the Contracts Specialist

Item required before final acceptance can be made, and final estimate can be approved

Complete form and save in BOX under the project file's FINALS, Review Forms folder (NCR-Projects-*State/Local*>Construction>Project ID>Finals>ReviewForms)

Notify Contracts Specialist

FINAL CONSTRUCTION CHECKLIST

DOCUMENT	DATE
Received contractor's required releases (Borrow pits, waste sites, stockpile sites, and haul roads)	_____
➢ DQI – One for each project.....	_____
☐ LOCAL PROJECT: Copy sent to LPA	_____
Temporary construction directional signs installed by businesses have been removed by the businesses	_____
☐ Partial Acceptance Letter*	_____
Applicable personnel contacted for the Final Punch List walk through:	
Project Manager	_____
Maintenance.....	_____
Structures	_____
Ancillary Structures.....	_____
Local Municipality.....	_____
Contractor	_____
Punch List given to contractor by Project Engineer	_____
Report of production items completed http://wisdot-productivity.engr.wisc.edu/	_____
MRS (Materials Reporting System Data): (QMP Concrete Structure and/or pavement for Incentive / Disincentive)	
Entered by Contractor.....	_____
Approved by Project Engineer.....	_____
Post-Construction TMP Evaluation sent to Design PM with request to closeout TMP.....	_____
Explanation of Variations for items that vary ± 5% or more	_____
☐ LOCAL PROJECT: Copy sent to LPA*	_____
➢ Region office review of project records	_____

FINAL CONSTRUCTION CHECKLIST

- Disposition of Exceptions from Regional Office Review completed ..... _____
- Report of Contractor's Performance for Prime and Subcontractors ..... _____
- Project Teams' Evaluation of the Contractor (DT2510 Prime only)..... _____

  - Region Survey:
  - ☐Location of Elevation of Bridge Benchmarks* ..... _____
  - ☐Verify the Right-of-Way points are monumented on new right-of-way, PLE's, TLE's, and construction easements after construction Document on the "As Staked R/W Documentation" spreadsheet in the gray box* ..... _____
  - ☐Tie sheets for perpetuated section corners* ..... _____
  - ☐ Property monument location map* (When Research and Locate Existing Property Monuments SPV.0105.xx is used) ..... _____

  - Original CO Bridge
  - ☐Accepted design drawing for design/build retaining wall/noise wall* ..... _____
  - ☐Accepted design drawing for sign bridge* ..... _____
  - ☐Sign Bridge Anchor Rod Record* ..... _____
  - ☐Ancillary Structures Pre-Installation Verification Test of High Strength Bolts* (DT2322) ..... _____

  - Box Link Region Ancillary Structures:

  - Original CO Bridge
  - ☐Pile Driving Data* (DT1924)..... _____
  - ☐Piling Record* (DT1315) ..... _____
  - ☐Bridge Vertical Clearance Worksheet*..... _____
  - ☐Sign Bridge Vertical Clearance Worksheet* (Sign Structure or Traffic Signal Monotube) ..... _____
  - ☐ Elastomeric Expansion Device Installation Data Sheet* ..... _____

  - Box Link Region Structures:

  - BPD Chief
  - ☐Beamguard/Guardrail Post Data* ..... _____

  - Region Transportation Planner **by January 1st**
  - ☐Curb Ramp Compliance* ..... _____

FINAL CONSTRUCTION CHECKLIST

- Region Pavement Marking & CO Pavement Marking
  - ☐ Odometer Log for Locating No Passing Zones* ..... _____

☐ Notification sent to SPO Maintenance Contact of temporary erosion control items (silt fence, erosion bales, etc.) remaining, and anticipated removal date for county forces*.... _____

As-Built Plans: PDF file created in Adobe Acrobat Professional with changes in red submitted to the WisDOT BOX site. Send the Records Coordinator an e-mail stating that you have submitted your as-built plan file. ..... _____

☐ Structure plans per CMM 1-65.14.1*..... _____

☐ PDF file created in Adobe Acrobat Professional with changes in red sent to the maintainer of the highway if it is other than WisDOT*..... _____

☐ Local Project: Copy sent to LPA*..... _____

Semi-final estimate sent to the contractor by the Contracts Specialist per request of the Project Engineer ..... _____

Semi-final estimate returned from contractor ..... _____

Subcontractor's Final Payment and Retainage Certified received..... _____

☐ WPDES General Permit Notice of Termination Date* ..... _____

Payroll Clear Date entered by Contract Compliance Specialist ..... _____

Final Acceptance Letter sent to the contractor by the Contracts Specialist per request of the Project Engineer and approval of Project Manager ..... _____

Completion Certificate sent to the contractor by the Contracts Specialist per request of the Project Engineer and approval of Project Manager ..... _____

Division of Transportation System Development
North Central Region
(Rhinelander or WI Rapids)

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Phone: (715) 365-3490
FAX: (715) 365-5780
Email: ncr.dtsd@dot.wi.gov

(DATE)

(CONTRACTOR'S ADDRESS)

SUBJECT: Project ID
Project Title
Project Limit
Project Hwy
Project County

Pursuant to Section 105.11.1 of the Standard Specifications, we are as of (DATE), making a partial acceptance of the subject project for which you have the contract, and are relieving you of any further maintenance.

Sincerely,

(Project Manager's Name)
Project Manager

XX/cs

cc: Project Leader
Supervisor
Bureau of Project Development Engineer
Operations Manager
Maintenance Supervisor
Structure Engineer
Contract Compliance Specialist
County Highway Commissioner
Mayor (If applicable)
Village President (If applicable)
Town Chairman (If applicable)

- Sent upon the contractor's request.
- Can be sent for the total project, or a geographical section of a project.
- All bid items must be completed for the area being partially accepted.
- Relieves the contractor of maintenance responsibility ONLY.
- Places maintenance responsibility on the owner of the road.
- Does not relieve contractor of responsibility for defective work or damages.

PROCESS:

- Project Engineer requests the letter from the Contracts Specialist in an e-mail with the date required in the letter. This letter is not to be done by the Project Engineer.
- The Contracts Specialist drafts the letter, obtains signatures and distributes the Partial Acceptance Letter.

Punch List

Circle One: Intermediate / Final **Date given to Contractor: _____**

Project ID:	Project Title:
Highway:	Contractor:
County:	

1.

2.

3.

4.

5.

6.

Punch List.docx 2-26-14

➡ The *final* Punch List is given to the contractor:

a) as soon as the project is substantially complete.
b) after all lanes of traffic are open on a finished surface.
c) after all signage and traffic control devices are in place and operating.
d) after all drainage, erosion control, excavation, and embankments are completed.
e) all safety appurtenances are completed.

➡ The punch-list includes:

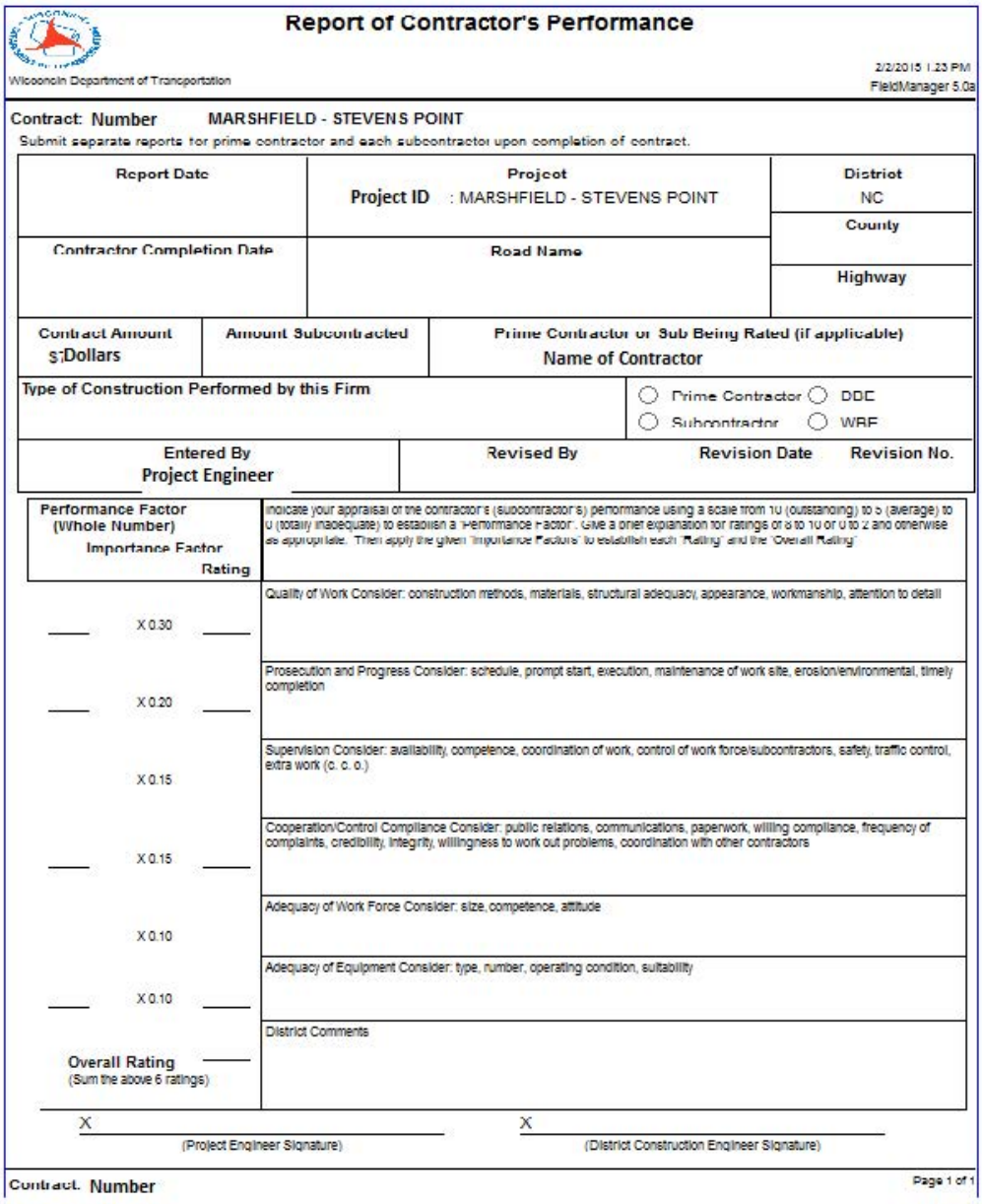
a) clean up work and minor corrective work. Work is to be completed within 5 business days.
b) ALL required documentation. Documents are to be submitted within 15 business days.

PROCESS:

- Project Engineer prepares the Punch List: (See example in NCR Specific Pantry folder.)
  - Identify the project ID, project title, highway, county, contractor and that this is the *final* Punch List.
  - List the work to be completed and missing documentation**.**
  - Write the date given to the contractor and put a copy in the project records.

Examples:

1) Haul Road Releases: List those not received.
2) Materials Certifications: List those not submitted.
3) Epoxy Paint Proving Period: Identify end date.
4) Seeding placed after October 1st: List date of review for acceptance.
5) Disposal Site Releases: List those not received.
6) Borrow Pit Releases: List those not received.
7) R/W is Monumented with Pipe and Marker Posts: Complete spreadsheet.
8) Silt Fence: To be removed or arrangements have been made to remove.
9) DQI: Prime Contractor's Foreman's participation in rating.
10) Items specific to your project that are not completed: List them.



Report of Contractor's Performance

Wisconsin Department of Transportation

2/2/2015 1:23 PM
FieldManager 5.0a

Contract: Number MARSHFIELD - STEVENS POINT

Submit separate reports for prime contractor and each subcontractor upon completion of contract.

Report Date	Project Project ID : MARSHFIELD - STEVENS POINT	District NC
Contractor Completion Date	Road Name	County
		Highway

Contract Amount $;Dollars	Amount Subcontracted	Prime Contractor or Sub Being Rated (if applicable) Name of Contractor
Type of Construction Performed by this Firm		◯ Prime Contractor ◯ DBE ◯ Subcontractor ◯ WBE

Entered By Project Engineer	Revised By	Revision Date	Revision No.

Performance Factor (Whole Number) Importance Factor Rating	Indicate your appraisal of the contractor's (subcontractor's) performance using a scale from 10 (outstanding) to 5 (average) to 0 (totally inadequate) to establish a 'Performance Factor'. Give a brief explanation for ratings of 0 to 10 or 0 to 2 and otherwise as appropriate. Then apply the given 'Importance Factors' to establish each 'Rating' and the 'Overall Rating'
____ X 0.30 ____	Quality of Work Consider: construction methods, materials, structural adequacy, appearance, workmanship, attention to detail
____ X 0.20 ____	Prosecution and Progress Consider: schedule, prompt start, execution, maintenance of work site, erosion/environmental, timely completion
X 0.15	Supervision Consider: availability, competence, coordination of work, control of work force/subcontractors, safety, traffic control, extra work (c. c. o.)
____ X 0.15 ____	Cooperation/Control Compliance Consider: public relations, communications, paperwork, willing compliance, frequency of complaints, credibility, integrity, willingness to work out problems, coordination with other contractors
X 0.10	Adequacy of Work Force Consider: size, competence, attitude
____ X 0.10 ____	Adequacy of Equipment Consider: type, number, operating condition, suitability
Overall Rating ____ (Sum the above 6 ratings)	District Comments

X _____ (Project Engineer Signature)

X _____ (District Construction Engineer Signature)

Contract Number

Page 1 of 1

PROCESS:

- Project Engineer completes in FieldManager for prime contractor and all subcontractors (including 2nd tier, 3rd tier, etc.) and signs as “Project Engineer”.
- Project Engineer turns in the reports with their finals boxes.
- The Contracts Specialist distributes to the Project Manager and Supervisor for additional comments and signatures.
- Project Manager returns to the Contracts Specialist.
- The Contracts Specialist mails the original report to the prime contractor or the subcontractor being evaluated. A copy of the reports are filed in the Construction Project Files.

Wisconsin Department of Transportation

CONTRACT VOUCHER SUMMARY

CONTID : 20191111111 VOUCHER NUMBER : 0007 SPEC YR : 03
AREA OFFICE : NC PAY PERIOD : 01/20/19

DESCRIPTION : Saxon - Hurley, WCL Railroad Bridge B-26-0011

LOCATION : USH 002, Iron County

FINAL QUANTITIES

CONTRACTOR : CONSTRUCTION CO., INC.
CONSTRUCTION CO., INC. 599 Bondow Drive

Neenah WI 54956

IRS NUMBER : 111111111

SURETY CO : FIDELITY & DEPOSIT COMPANY OF MARYLAND

TIME CHARGED : 63 DAYS
TIME ALLOWED : 75 Working Day
PERCENT TIME : 84.00

LET : 09/12/17
AWARDED : 09/15/17
CONTRACT EXECUTED : 10/18/17
NOTICE TO PROCEED : 04/16/18
WORK BEGAN : 04/20/18
TIME STOPPED : 07/27/18
ACCEPTED :

COUNTIES:
Iron

PROJECTS:

	PCN	FEDERAL/STATE PROJECT NUMBER	DESCRIPTION
*	1111-11-11	WISC 2019000	Saxon - Hurley

* - PROJECT WITH PAYMENT VOUCHER THIS PERIOD

		TO DATE		THIS PERIOD
CURRENT CONTRACT AMOUNT	$	924,406.66		
AWARDED CONTRACT AMOUNT	$	925,073.41		
PERCENT WORK COMPLETE		96.88		
FUNDS AVAILABLE	$	28,867.28		
PARTICIPATING	$	895,539.38	$	6,292.50
NON-PARTICIPATING		0.00		0.00
TOTAL EARNINGS		895,539.38		6,292.50
MATERIAL ALLOWANCE		0.00		0.00
GROSS EARNINGS		895,539.38		6,292.50
RETAINAGE		11,563.42		0.00
SECURITIES ENCUMBERED		0.00		0.00
NET EARNINGS		883,975.96		6,292.50
LIQUIDATED DAMAGES		0.00		0.00
PAYMENT ADJUSTMENT 1		0.00		0.00
PAYMENT ADJUSTMENT 2		0.00		0.00
PAYMENT ADJUSTMENT 3		0.00		0.00
AMOUNT DUE		883,975.96		6,292.50
OTHER ADJUSTMENTS		0.00		0.00
PAYMENT			$	6,292.50

PLEASE SIGN AND RETURN WITHIN 30 DAYS TO:

Jennifer Trudeau
Wisconsin Department of Transportation
510 N. Hanson Lake Road
Rhinelander, WI 54501

If a signed copy is not received in 30 days we will process the final estimate.

Accepted for Contractor by:

Name: _____

Title: _____ Date: _____

Wisconsin Department of Transportation 12/20/2018

Subcontractor's Final Payment and Retainage Certification

This certification must be furnished by the contractor for all highway and structure construction contracts let to bids.

Contractor:

Contract ID: 20170912007 **County:** Iron

CONTRACT CONSISTS OF THE FOLLOWING PROJECT(S):

1185-05-70 WISC 2017454

Saxon - Hurley

Wcl Railroad Bridge, B-26-0011

USH 002

The undersigned contractor hereby certifies that subcontractors at all tiers are paid in full for the acceptably completed work and that no routine retainage is being withheld.

Contractor Name (Print)

Contractor Signature Date

Title

➨ Sent to the contractor with the semi-final estimate.

PROCESS:

- The Contracts Specialist sends to the contractor with the semi-final estimate. This document must be signed and returned for the Final Estimate to be processed.

- The Contracts Specialist distributes and notifies Project Manager and Project Engineer when signed document is received.

Division of Transportation System Development
North Central Region
(Rhinelander or WI Rapids)

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Phone: (715) 365-3490
FAX: (715) 365-5780
Email: ncr.dtsd@dot.wi.gov

(DATE)

(CONTRACTOR'S ADDRESS)

SUBJECT: Project ID
Project Title
Project Limit
Project Hwy
Project County

Pursuant to Section 105.11.2.3 of the Standard Specifications, the work under your contract for the subject project, which was completed (Date) was inspected and found to be satisfactorily completed and given final acceptance by this office as of (Date).

Sincerely,

(Project Manager)
Project Manager

XX/cs

cc: Project Engineer
Supervisor
Bureau of Project Development Engineer
Operations Manager
Maintenance Supervisor
Structure Engineer
Utility Engineer
County Highway Commissioner
Mayor (If applicable)
Village President (If applicable)
Town Chairman (If applicable)

➨ Final Acceptance is sent:

- upon completion of all work.
- submission and approval of ALL records.
- semi-final estimate is final per 109.7.

PROCESS:

➢ Project Engineer requests the letter from the Contracts Specialist in an e-mail with the two dates required in the letter. This letter is not to be done by the Project Engineer.

➢ The Contracts Specialist drafts the letter, obtains signatures and distributes the Final Acceptance.

DT1582 Wisconsin Department of Transportation 01/23/2019

COMPLETION CERTIFICATE

WISCONSIN DEPT OF TRANSPORTATION
NORTH CENTRAL REGION RHINELANDER
510 N. HANSON LAKE ROAD
RHINELANDER,WI 54501

County: Iron
Contract ID: [redacted]
Contractor: [redacted]CONSTRUCTION CO., INC.

Paid To Date: $[redacted]
Last Paid Date: 12/20/2018

CONTRACT CONSISTS OF THE FOLLOWING PROJECT(S):

1185-05-70 WISC 2017454
Saxon - Hurley
Wd Railroad Bridge, B-26 0011
USH 002 USH 002, Iron County

FIDELITY & DEPOSIT COMPANY OF MARYLAND
1400 American Ln
Tower 1 - 19th Fl
Schaumburg, IL 60196-1056

Work Completed: 09/06/18 **Final Acceptance:** 01/23/2019

Type of Work: Structures

Comments:

I certify that the above listed project was completed in accordance with the contract and accept the work for the Wisconsin Department of Transportation. I further certify that the project was essentially completed as programmed and in accordance with the procedures and standards.

X [redacted]
Project Supervisor or Manager (Print Name)

X [redacted]
Project Supervisor or Manager Signature **Date Submitted**

Copies (1 each) to:
Bonding Company
Projects Files
FHWA: Wisconsin.FHWA@dot.gov

➡ Sent to the Bonding Company, whom then releases the contractor from their bond.

➡ Done in conjunction with the Final Estimate.

PROCESS:

- Project Engineer requests the Completion Certificate from the Contracts Specialist
- The Contracts Specialist obtains signatures and distributes.

North Central region guidance for filling out the DQI:

Fill out remarks and comments narratives for ALL factors as outlined on the following pages. Comments must be included for all applicable factors even if the rating number is favorable. The DQI comments are intended to provide the design team with feedback to improve future designs. Comments should include both positive and constructive criticism. Positive feedback helps identify things that are working and should be perpetuated in future design. The bullets in the comment boxes are guidance for typical items to cover but should not be considered all inclusive.

Include a printout of the DQI in the finals packet. The construction project manager and supervisor will add their own comments at the end of the report and sign it during the finals review process.

Contract specialist will make a copy of the signed DQI and the final Explanation of Variation report and provide to the design project manager. The design project manager will provide that information to the design team as appropriate. That could include other functional areas depending on the comments made in the DQI (TSS, OPS, BOS, etc.)

Design Quality Index Report

Contract ID	Project ID	Federal ID	Hwy #
Region NC			Route #
County			Road System
Total Factor Score		Number of Factors Rated	Project Index
Date of Evaluation		Construction on Time	Project Cost
Inhouse Design Group		Consultant Design Firm	
Raters		Other	

Remarks	1 = Major problems, not constructable without major plan or design changes 2 = Major to moderate construction problems, moderate design or plan changes 3 = Moderate problems, constructable, minor design or plan changes 4 = Moderate to minor construction problems, minor to no design or plan changes 5 = Minor construction problems, no plan or design changes 6 = Minor to no construction problems 7 = No construction problems

Factor	Rate	Comments
Right of Way (adequate to construct)		• *Adequate room to construct* • *Correlation or R/W sheets with plan sheets*
Horizontal Alignment(fit)		• *Electronic files* • *Controls, ties, diagrams* • *Fit field conditions*
Vertical Alignment (fit and drainage)		• *Electronic files* • *Controls, ties, diagrams* • *Fit field conditions*
Earthwork		• *Cross section accuracy and adequacy* • *Original and final section correlation* • *Match points* • *Ditch grades* • *Balance points, shrinkage estimates*
Work Zone Traffic Control Plans		• *Completeness of plans*
Erosion Control Plans		• *What worked* • *What didn't work* • *Items missing*
Construction Staging		• *What worked* • *What didn't work*
Utility Coordination		• *Problems encountered*
Special Provisions		• *Suggested changes for future projects* • *Were restrictions clear and enforceable*
Consistency between plans and special provisions		•
Drainage		• *Adequacy of structures, sizing, location, length* • *Fit existing field conditions*

Quantities		• *Accuracy and general completeness* • *Total estimate corresponds to misc breakdown*
Contract Time		• *Adequacy of contract time*
Structures	**AVG.**	
Plans accurate and complete		•
Soils information and Foundation Details		•
Utility information accurate && complete		•
Special Provisions clear and concise		•
Ease of assembly and construction		•
Survey		• *Completeness of data provided* • *Was information readily available* • *Fit compared to existing*
Soils		• *Represent actual field conditions*

Region construction project manager and supervisors will comment and sign off on the paper copy of the DQI that is included in the finals review packet.

Region in-house designers are to receive a copy of the signed DQIs and the final version of the Explanation of Variation report.

RECORD KEEPING

General Documentation of Measurement and Payment

Source documents must be clearly understood to be the original document recording the information for the bid item being paid for. If the original document is computer generated, then "Field Entry" must be commented for each entry to indicate that it is the original entry. "All Field Entries," with the author's initials, for the page is acceptable.

Source documents must contain the project ID, bid item, specific location, quantity placed, and the date. Additionally, the document must enable the reader to recreate the measurement from the description of the measured item.

Records are to be checked by a second person to verify that the transfer of numbers and computations are correct. The checker should verify the correct method of measurement was used and that the Standard Specifications and CMM were followed properly. Each individual entry that the checker verifies is to have a "tick matrix" by it to indicate that the entry is correct. The checker must initial and date each page that is checked.

Engineer's Diary

The engineer's diary is primarily a record of all the daily work performed and the performance of the contractor and subcontractors. It is also a record of many other significant, contract-related matters. This diary is one of the most important of all the required records and should be written so that project activities and status on any given day will be clear to any present day or future reader. The following information should be included for every day of the week, including weekends, whether the contractor is working or not.

1. Weather conditions and temperature range.

2. Contractor's work force and equipment. Describe inefficient operations and poorly maintained equipment.

3. Description of construction activity. Include locations and approximate quantities.

4. Controlling item of work.

5. Percent of delay. Report to the nearest ½ working day on the controlling item and the reason for the delay such as weather, utility conflicts, or inadequate prosecution by the contractor. See Standard Specification 108.9.2.2 for information on charging hours.

6. Suspensions and resumptions of contractor operations. Causes and dates should be recorded.

7. Utility operations: report on their progress, conflicts with contractor operations and any resulting delays, and quality of workmanship as it affects the project.

8. Summary of significant conversations. Include orders to the contractor, directions and advice from WisDOT supervisor, personal discussions with FHWA representatives, property owners, local officials, and utility and railroad representatives.

9. Time, date, and names of WisDOT personnel visiting a consultant managed project

10. Reports of meetings and conferences. Record request made, and sources of dispute and decisions made.

11. Unusual or materially different physical working conditions from those expected under the contract. Record all significant information about the working conditions, progress of work, work force, equipment, and materials that would be of value should the contractor file claims for extra compensation.

12. Significant information on other work operations if not recorded in a separate field Inspection diary. For instance, when a separate grade inspector's diary is not kept the information should be entered in the engineer's diary to provide a record of grading performance and compaction achievement. When concrete and asphaltic plant inspection or job control sampling and testing is performed only on a random basis the method of acceptance must be documented by the appropriate diary entry unless a Report of Field Inspection of Material is used. The entry should be made in a section of the diary reserved for these types of entries to allow quick access for review.

13. Major discrepancies in the plans or contract. Necessary changes and subsequent actions taken to correct the situation should be recorded.

14. Prior approvals from the region for contract change orders. Note the date of approval, person granting approval, and summary of work involved. Note also any special conditions related to the approval.

The front cover of the diary is to be uniquely numbered and list the title, "Project Diary," Project ID, and project description as shown in attachment 5.2. The diary should be turned into the region office with project records upon completion of the contract work.

Refer to CMM 1-60.1 Engineer's Diary for more information.

Inspector's Diary
A detailed inspection diary is to be kept for each work operation. This diary should clearly document all activities related to the item of inspection. It may be used later by persons not on the project, or as official documentation in any future disputes or claims resolutions.

Incorrect entries should be lined out, **with a single line through them**, not erased, so that they are still legible. The correction is to be initialed by the author.

The following information is to be recorded each day of the work operation.

1. Weather and roadway conditions

2. Contractor forces, equipment, materials used, and hours worked.

3. Detailed description of work, including location, sizes, quantities, and methods.

4. Percent of delays, reasons for the delays, and subsequent corrections by the contractor.

5. Inspection checks, tests, and samplings.

6. Time, date, and names of WisDOT personnel visiting a consultant managed project.

7. Instruction from WisDOT representatives.

8. Instructions given to the contractor.
9. Requests from the contractor and disposition of those requests.
10. Contact with property owners, utilities, the public, and others
11. Contractor compliance / noncompliance with specifications.
12. Initials of inspector making the entry.

Inspector's diaries are to be uniquely numbered on the front cover. The dairy cover is to also list the Project ID, the short description, and the item being inspected, shown in attachment 5.3.1.

All inspectors of this item are to be listed on the inside of the front cover, attachment 5.3.2.

Examples of an Inspector's Diary Entries can be seen in attachment 5.3.3.

Measured Quantity
Most items are measured and/or counted. Measurements are recorded in the source documents (Inspector's Diaries, plant books, survey books, etc.). Measurements and/or counts are entered in the Item Record Account (IRA) in Field Manager. Attachments 5.4.1, 5.4.2, 5.4.3, and 5.4.4 are examples of acceptable documentation to pay a measured quantity. Attachment 5.4.1 is the NCR preferred method of documentation.

Example: Project has item 416.0610 Drilled Tie Bars. Before the concrete pour, the contractor drills and inserts tie bars into the existing concrete that they are matching. At the end of the day the project staff turns in a measured quantity of 14 tie bars. The engineer enters into the IDR a quantity of 14 and references the supporting documentation.

Common Errors:

- Engineer enters the 14 tie bars as a direct entry.
- Engineer enters the 14 tie bars and references the supporting documentation without giving the page number, or it is necessary to add entries from several pages making it difficult to follow.
- Pages are not in sequential order.
- Supporting documentation is not behind the item.

Estimated Quantity/Zero Out Quantity
The project engineer may pay on an item before the project staff has had the opportunity to measure the item or before the item is completed, (e.g. concrete pavement). When the engineer pays the contractor before having a measured quantity then the payment to the contractor is on an estimated quantity.

After the item has been measured, the previously estimated quantity is zeroed out and the measured quantity is entered. This is done even if the measured quantity is the same as the

estimated quantity to document that it was the measured quantity. When the measured quantity is entered, the remarks should refer to the supporting documentation. Attachments 5.5.1 and 5.5.2 are examples of acceptable documentation to zero out an estimated quantity and pay for the measured quantity. Attachment 5.5.1 is the NCR preferred method of documentation.

Example: Project engineer pays an estimated quantity of 6,700.0 S.Y. of Concrete Pavement 9-INCH the week of paving. At some point the engineer gets a measured quantity of 8,021.6 S.Y. The project engineer enters -6,700 S.Y., which zeros out the item quantity. Then the engineer enters a measured quantity totaling 8,021.6 S.Y.

Common Error:

- Project engineer pays an estimated quantity, of 9,000 S.Y. of Concrete Pavement 9-INCH. At some point the engineer gets a measured quantity of 8,021.6 S.Y. The engineer enters in the IDR remarks that he is zeroing out the quantity but enters -978.4 S.Y. instead of -9,000 S.Y. Instead of zeroing out the quantity, as in the example above, the engineer subtracted -978.4 S.Y., which gave him his measured quantity, of 8,021.6 S.Y.

Direct Entry
A direct entry is made to the IDR when there is no source document possible, and no measurement is required. There are very few bid items that can be paid using a direct entry. Listed below are a few more examples of items that are acceptable for direct entry.

- 108.4300 RBC Progress Schedule
- 108.4400 CPM Progress Schedule
- 213.0100 Finishing Roadway (Project)
- 619.1000 Mobilization
- 643.0100 Traffic Control (Project)

Attachment 5.6.1 and 5.6.2 are examples of acceptable documentation to pay for a direct entry. Attachment 5.6.1 is the NCR preferred method of documentation.

Example: Bid Item 642.5201 Field Office. Once it has been observed that the field office has been delivered and is operational a direct entry can be made in the IRA for payment.

Common Error:

- Item # 650.9910 Construction Staking Supplemental Control: Would not be an item paid as direct entry. Before payment project engineer needs to have the survey notes. You can use the notes as your supporting documentation. This would include all survey items.

Item Not Used
There may be an item that was not used on the project. When an item is not used, the project engineer enters a zero quantity in Field Manager.

It may be advantageous to write a contract modification to remove the bid item from the contract. This would be done when the cost of the eliminated item would affect the contract price significantly in relation to Standard Specification 108.4.2.4 and future contract modifications.

Attachments 5.7.1 and 5.7.2 are examples of acceptable documentation to show a quantity of zero entered, and in the Remarks column it states, 'Item not used.' Attachment 5.7.1 is the NCR preferred method of documentation.

6991-00-73

ELAN

201223432. Plover - Waupaca, Portage County Line to Foxfire Drive; Waupaca County; 6991-00-73, WISC 2012 234; STH 54; 4.610 Miles; Base, Milling, Asphalt Pavement, Pulverize and Relay, Beam Guard, Signs, and Pavement Markings. B.R. Amon & Sons, Inc

Project Diary

6991-00-73

201223432. Plover - Waupaca, Portage County Line to Foxfire Drive; Waupaca County; 6991-00-73, WISC 2012 234; STH 54; 4.610 Miles; Base, Milling, Asphalt Pavement, Pulverize and Relay, Beam Guard, Signs, and Pavement Markings. B.R. Amon & Sons, Inc

DIARY #7

PAVING

Project Staff

Project Leader: Todd Laska TML
Assist Project Leader: Preston Bohn PRB

Inspectors: Bryan Weckworth BMW
Dean Sperstad DHS
Paul Palvbicki PJP

39

Tuesday Sept. 11, 2012 1,7mi 54°-84° Sunny

Onsite: 6:00AM Start Pave: 6:50am Finish: 9:05PM

Amon

1 - Foreman (Ron.)
5 - Operators
2 - Laborer
2 - Flaggers

Equipment	Trucks
Amon - Tack Truck	Amon #265
Ford F550 - Utility Truck	S+6 #279
Rosco RB48 - Sweeper	Wendt #56
CASE 1845C - Skidsteer	Drive Express #911
Mack - Water Truck	Lisa #72
CAT CB534 DXN - Hot Roller	Lisa #531
CAT CB22HE - Roller	Lisa #510
CAT AP1000B - Paver	AA #160
	AA #161

- Contractor paved driveway at E1877 - STH 54 - matching in to existing driveway tapering up to match into EB mainline (6:30-7:20)
- Contractor paved intersection and flumes at Otter Dr.
  - Contractor dug out gravel and graded flume on east side of intersection before paving
  - No safety edge along outgoing turn lane - east side
  - No safety edge along incoming turn lane - west side
  - Edges of turn lanes cut using string line

  (7:20 - 8:40)

40

Tuesday Sept. 11, 2012

- Contractor paved 12.5mm mix surface layer at Crestwood Dr.
  - No flumes at intersection
  - No safety edge along outgoing turn lane - east side
  - No safety edge along incoming turn lane - west side
  - Edges of turn lanes cut using string line

  (8:40 - 9:35)
- Contractor paved 12.5mm mix surface layer for EB passing lane at Butts Dr.
  - No safety shoe used - safety edge cut using a rake

  (9:35 - 10:10)
- Contractor paved surface layer at White Pine Ln. Intersection
  - No safety edge along outgoing turn lane - east side
  - No safety edge along incoming turn lane - west side
  - Flume on west side of intersection paved
  - Edges of turn lanes cut using string line

  (10:10 - 11:25)
- Contractor paved surface layer and flumes at Hicks Ln intersection
  - No safety edge along turn lanes
  - Edge of turn lanes cut using string line

  (11:25 - 12:15)
- Contractor paved surface layer through beam guard area (12:15 - 12:40)
- Contractor paved driveway at STA 203+00 - south side of road (12:40 - 12:55)

Tuesday Sept. 11, 2012

- Contractor paved driveway at E1495 - STH 54 - matching in to existing driveway and EB mainline (12:55 - 1:25)
- Contractor paved surface layer at Highland Lane intersection
  - No safety edge on turn lanes
  - Edge of turn lanes cut using String line (1:25 - 2:20)
- Contractor paved driveway at E1451 - STH 54 - matching in to existing driveway and EB mainline (2:20 - 3:00)
- Contractor paved surface layer at Smith Lane intersection
  - No safety edge on turn lanes
  - Edge of turn lanes cut using String line (3:00 - 3:50)
- Paved surface layer and flume for the northbound (east side) one on the South side of the Cty Hwy 'Q' intersection
  - No safety on turn lane
  - Edge of turn lane cut using String line (3:50 - 4:35)
- Paved surface layer and flume for the southbound (west side) lane on the north side of the Cty Hwy 'Q' intersection
  - No safety edge on turn lane
  - Edge of turn lane cut using string line (4:35 - 5:10)

Tuesday Sept. 11, 2012

- Contractor paved surface layer and flumes at Hartman Creek Rd.
  - No safety on turn lanes - hand raked turn lane from the west turning in to road
  - Edge of turn lanes cut using String line (5:10 - 7:00)
- Mobilized to STA 249+50 to patch area (7:00 - 7:15)
- Contractor removed pavement from STA 249+30 - 249+50 in the EB lane, area had a bump where there was a joint. Saw cut area through surface layer and removed asphalt using skidsteer. Patch area was swept and tacked before paving. (7:15 - 7:40)
- Contractor paved patch using surface mix, rolled using CAT CB534 XW roller. After rolling water was applied to speed up cooling of pavement. (7:40 - 9:00)

Wisconsin Department of Transportation

Item History to Date

5/16/2012 11:30 AM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
DRILLED TIE BARS	416.0610	0270	EACH	Original Item	8.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
18.000	144.00	28.000	28.000	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-75	POST RD, VILLAGE WHITING, MCDILL POND - CN RR	0010	ROADWAY	0140	18.000	0.000	28.000	28.000	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	
SOMMERS CONSTRUCTION CO., INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
7/13/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	14.000	376+40 SB		7/14/2011	No	See IRA page 416.0610 for more information.
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	14.000	376+40 NB		10/4/2011	No	See IRA page 416.0610 for more information.

Payment

Est No	Estimate Date	Project	Category	Voucher Number	Quantity Paid	Dollar Value
4	7/15/2011	6998-02-75	0010	4	14.000	112.00
8	10/5/2011	6998-02-75	0010	8	14.000	112.00
					28.000	**$224.00**

Notes

Plan error.

Item Number: 416.0610	Item: Drilled Tie Bars	Unit: EACH	Page: 416.0610
County: Portage	Nameof Road: Minnesota Ave.	Plan Quantity: 18	Project I.D. 6998-02-75
Computed by:	Entered by: / Checked by:	Group Code: 0010	Highway: Bus 51

Date	Station	Rt / Lt	Quantity	Quantity to Date	IDR Date	Estimate Number	Remarks
7/13/11			14 ✓	14 ✓	7/13/11	#4	See Concrete Diary #2-0 pgs 25-26 ✓
8/13/11			14 ✓	28 ✓	9/30/11	#8	See Concrete Diary #2-0 pg 49-50 ✓

[illegible] Aug 28

Conc ARRIVED AT 8:00am
+ 260yds ordered

Sommers drilled in Dowells @ 376+40 SB
EXISTING SLAB 14

QC Air = 6.9%

QV 375+02 SB
TRK #90 LOAD 190yds 12:45pm
74° 6.6% AE 3½" slump
3A & 3B

Sommers HAD 2 operators on Minn.
TRIMMING C&G ON RADII Minn AVE.

Item #	Description	Qty	Remarks
416.0610	Drilled tie Bars	14	Pd Est #4 ✓AAA

Sommers Poured SB LANES by HAND, From 372+50 to 376+40.

GRADE looked Good - Depths checked out, WATERED GRADE AND VIBRATED CONC.

Sommers Reached 376+40 AT 2:30pm I.

NEXT - Moved Down to MINNESOTA AVE to Pour 30" C&G RADII.

Layed OUT JOINTS - we went over

We laid out Curb RAMP openings.

Poured C&G AT 4:30pm
10yds Aft 3/4" slip form

- STOPPED SHORT of END of RADIUS AT MAINLINE, Both SIDES - Will POUR/BLEND in When POUR 4' BIKE LANE & CURB.
DONE W/ CURB @ FIVE fifteen (5:15pm)
DONE @ 6:00pm

49

Stopped 30" C&G AT Joint @
374 ± 60.

Next - Sommers graded shaped
Trimmed CABC for 18"
Accepting Curb Along
SB MEDIAN AND into TURN
LANE

371 ± 00 to 368 ± 00.

Sommers Also graded AND Formed
MAINLINE NB - LT LANE ALONG
Center from 374+75 - 376+40
Where ROAD (NB) HAS A CROWN
AND SO WE CAN [illegible] ONE
DRIVE ON MONDAY for
GAS STATION

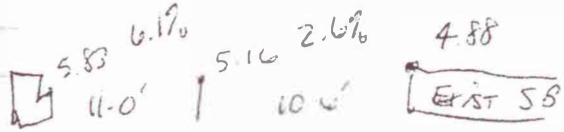
Conc for 18" Curb arrived AT
2:30 ±

50

14 Dowells into EXISTING NB
LT LANE SLAB AT MATCH @
STA 376+40

SHOTS AT 376+00

1089.20 [illegible]
+2.54
1091.74



Edge Paint = 1085.91
Plan = .88
.03 High

Sommers poured 12½ yds for
18" CABC ALONG TURN LANE
371 ± 50 - 369 ± 25 SB, RT

Done w/ 18" AT 3:30pm

Item #	Description	Qty	Remarks
416.0610	Drilled Tie Bars	14	Pd Est #5 ✓AAA

Wisconsin Department of Transportation

Item History to Date

5/16/2012 11:29 AM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
DRILLED TIE BARS	416.0610	0270	EACH	Original Item	8.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
18.000	144.00	28.000	28.000	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-75	POST RD, VILLAGE WHITING, MCDILL POND - CN RR	0010	ROADWAY	0140	18.000	0.000	28.000	28.000	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	
SOMMERS CONSTRUCTION CO., INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
7/13/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	14.000	376+40 SB		7/14/2011	No	See IRA page 416.0610 for more information.
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	14.000	376+40 NB		10/4/2011	No	See IRA page 416.0610 for more information.

Payment

Est No	Estimate Date	Project	Category	Voucher Number	Quantity Paid	Dollar Value
4	7/15/2011	6998-02-75	0010	4	14.000	112.00
8	10/5/2011	6998-02-75	0010	8	14.000	112.00
					28.000	**$224.00**

Notes

Plan error.

State of Wisconsin / Department of Transportation

Item Number: 416.0610	Item: Drilled Tie Bars		Unit: EACH		Page: 416.0610
County: Portage	Nameof Road: Minnesota Ave.		Plan Quantity: 18		Project I.D. 6998-02-75
Computed by:	Entered by:	Checked by:	Group Code: 0010		Highway: Bus 51

Date	Station	Rt / Lt	Quantity	Quantity to Date	IDR Date	Estimate Number	Remarks
7/13/11			14 ✓	14 ✓	7/13/11	#4	See IRA pg 416.0610.1 ✓ TMM
8/13/11			14 ✓	28 ✓	9/30/11	#8	See IRA pg 416.0610.2 ✓ LSE
			Final Qty 28				

ITEM: DRILLED TIE BARS	PROJECT I.D. 6998-02-75
ITEM #: 416.0610	ROADWAY POST RD/BUS 51
CATEGORY: 010	DESCRIPTION MINNESOTA AVE
ENTERED BY: TMM	COUNTY PORTAGE
CHECKED BY: RSF	

EACH

DATE	LOCATION	EACH	SUBTOTAL	REMARKS
			0.0	
6-29-11	376+40, SB	14 ✓		MATCH IN
			TOTAL	14 ✓ RSF 0.0 EACH

Rev 1/21/11

Each.xlsx
Each

Page No. 416.0610.1

ITEM: DRILLED TIE BARS	PROJECT I.D. 6998-02-75
ITEM #: 416.0610	ROADWAY POST RD
CATEGORY: 010	DESCRIPTION MINN AVE
ENTERED BY: TML	COUNTY Portage
CHECKED BY: RSF	

EACH

DATE	LOCATION	EACH	SUBTOTAL	REMARKS
			0.0	
8-13-11	376+40	14		NB MATCH STAGE 2
			✓RSF	
	TOTAL		14 0.0	EACH

Wisconsin Department of Transportation

Item History to Date

5/8/2012 9:40 AM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
DRILLED TIE BARS	416.0610	0270	EACH	Original Item	8.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
18.000	144.00	28.000	28.000	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-75	POST RD, VILLAGE WHITING, MCDILL POND - CN RR	0010	ROADWAY	0140	18.000	0.000	28.000	28.000	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	
SOMMERS CONSTRUCTION CO., INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
7/13/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	14.000	376+40 SB		7/14/2011	No	See Item History to Date supporting documentation page 426.0610.1
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	14.000	376+40 NB		10/4/2011	No	See Item History to Date supporting documentation page 426.0610.2

Payment

Est No	Estimate Date	Project	Category	Voucher Number	Quantity Paid	Dollar Value
4	7/15/2011	6998-02-75	0010	4	14.000	112.00
8	10/5/2011	6998-02-75	0010	8	14.000	112.00
					28.000	**$224.00**

Notes

Plan error.

ITEM: DRILLED TIE BARS	PROJECT I.D. 6998-02-75
ITEM #: 416.0610	ROADWAY POST RD/BUS 51
CATEGORY: 010	DESCRIPTION MINNESOTA AVE
ENTERED BY: TMML	COUNTY PORTAGE
CHECKED BY: RSF	

EACH

DATE	LOCATION	EACH	SUBTOTAL	REMARKS
			0.0	
6-29-11	376+40, SB	14		MATCH IN
	TOTAL	14	0.0	EACH

Rev 1/21/11

Each.xlsx
Each

Page No. 416.0610.1

ITEM: DRILLED TIE BARS	PROJECT I.D. 6998-02-75
ITEM #: 416.0610	ROADWAY POST RD
CATEGORY: 010	DESCRIPTION MAIN AVE
ENTERED BY: TML	COUNTY Portage
CHECKED BY: RSF	

EACH

DATE	LOCATION	EACH	SUBTOTAL	REMARKS
			0.0	
8-13-11	376+40	14		NB MATCH
				STAGE 2
			✓RSF	
	TOTAL		14 0.0	EACH

Wisconsin Department of Transportation

Item History to Date

5/8/2012 9:46 AM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
DRILLED TIE BARS	416.0610	0270	EACH	Original Item	8.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
18.000	144.00	28.000	28.000	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-75	POST RD, VILLAGE WHITING, MCDILL POND - CN RR	0010	ROADWAY	0140	18.000	0.000	28.000	28.000	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	
SOMMERS CONSTRUCTION CO., INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
7/13/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	14.000	376+40 SB		7/14/2011	No	See Concrete Diary # 2.0, pages 25-26.
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	14.000	376+40 NB		10/4/2011	No	See Concrete Diary # 2.0, pages 49-50.

Payment

Est No	Estimate Date	Project	Category	Voucher Number	Quantity Paid	Dollar Value
4	7/15/2011	6998-02-75	0010	4	14.000	112.00
8	10/5/2011	6998-02-75	0010	8	14.000	112.00
					28.000	**$224.00**

Notes

Plan error.

Conc Arrived At 8:00am
+ 260yds ordered

Sommers drilled in Dowells @ 376+40 SB
EXISTING SLAB 14

@ Air = 6.9%

@ 375+02 SB
TRK #90 LOAD 190yds 12:45pm
74° 6.6% AE 3½" Slump
3A & 3B

Sommers had 2 operators on Minn.
Trimming C&G on radii Minn Ave.

Item #	Description	Qty	Remarks
416.0610	Drilled tie Bars	14	Pd Est # 4 ✓AAA

Sommers Poured SB Lanes by Hand, From 372+50 to 376+40.

GRADE looked Good - Depths Checked out. WATERED GRADE AND VIBRATED CONC.

Sommers Reached 376+40 AT 2:30pm I.

Next - Moved Down to MINNESOTA AVE to Pour 30" C&G RADII.

Layed out JOINTS - we went over

We laid out Curb RAMP openings.

Poured C&G AT 4:30pm
10yds Aft 3/4" slip form

- STOPPED SHORT of END of RADIUS AT MAINLINE, Both SIDES - Will POUR/Blend in when POUR 4' BIKE LANE & CURB.
DONE W/ CURB @ FIVE fifteen (5:15pm)
DONE @ 6:00pm

Stopped 30" C&G AT Joint @ 374 ± 60.

Next - Sommers graded shaped trimmed CABC for 18" Accepting Curb Along SB Median And into Turn Lane

371 ± 00 to 368 ± 00.

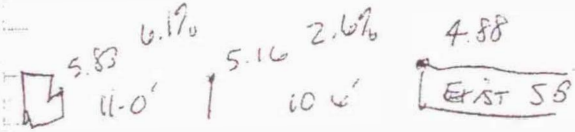
Sommers Also graded And formed Mainline NB - LT Lane Along Center from 374+75 - 376+40 where road (NB) has A crown And so we can open one drive on Monday for Gas Station

Conc for 18" Curb arrived AT 2:30 ±

14 Dowells into Existing NB LT Lane Slab AT Match @ STA 376+40

Shots AT 376+00

1089.20 Median
+2.54
1091.74



Edge Paint = 1085.91
Plan = .88
.03 High

Sommers poured 12½ yds for 18" CABC Along Turn Lane 371±50 - 369±25 SB, RT

Done w/ 18" AT 3:30pm

Item #	Description	Qty	Remarks
416.0610	Drilled Tie Bars	14	Pd Est #5 ✓AAA

Wisconsin Department of Transportation

Item History to Date

5/8/2012 3:29 PM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
CONCRETE PAVEMENT 9-INCH	415.0090	0240	SY	Original Item	33.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
8,070.000	266,310.00	8,021.600	8,021.600	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-75	POST RD, VILLAGE WHITING, MCDILL POND - CN RR	0010	ROADWAY	0120	8,070.000	0.000	8,021.600	8,021.600	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	
SOMMERS CONSTRUCTION CO., INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
7/13/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	4,000.000	Project		7/14/2011	No	ESTIMATE ONLY
8/17/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	2,700.000	Stage 2		8/17/2011	No	Estimate only
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	-6,700.000	Project		10/4/2011	No	Zero Out Qty
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	5,761.700	Project		10/4/2011	No	See IRA page 415.0090 for more information.
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	2,259.900	Project		10/4/2011	No	See IRA page 415.0090 for more information.

Payment

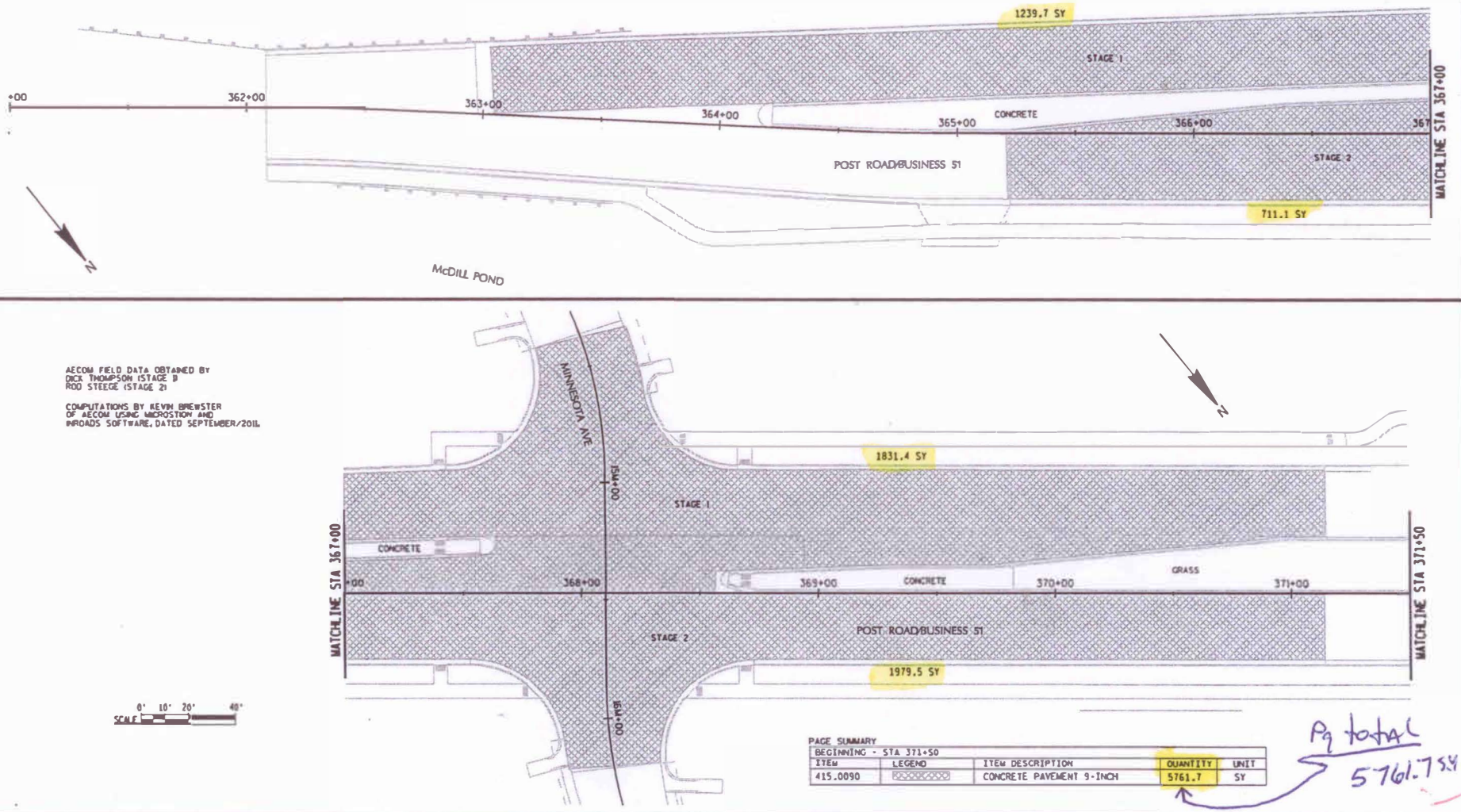
Est No	Estimate Date	Project	Category	Voucher Number	Quantity Paid	Dollar Value
4	7/15/2011	6998-02-75	0010	4	4,000.000	132,000.00
6	8/17/2011	6998-02-75	0010	6	2,700.000	89,100.00
8	10/5/2011	6998-02-75	0010	8	1,321.600	43,612.80
					8,021.600	**$264,712.80**

Notes

Item Number: 415.0090	Item: Concrete Pavement 9 - Inch		Unit: SY		Page: 415.0090
County: Portage	Nameof Road: Minnesota Ave.		Plan Quantity: 8070		Project I.D. 6998-02-75
Computed by:	Entered by:	Checked by:	Group Code: 0010		Highway: Bus 51

Date	Station	Rt / Lt	Quantity	Quantity to Date	IDR Date	Estimate Number	Remarks
7/13/11			4000	4000	7/15/11	#4	ESTIMATE ONLY
8/18/11			2700	6700	8/17/11	#6	ESTIMATE ONLY
9/30/11			-6700	0	9/30/11	#8	Zero Out Qty.
9/30/11			5761.7	5761.7	9/30/11	#8	See IRA pg 415.0090.1
9/30/11			2259.9	8021.6	9/30/11	#8	See IRA pg 415.0090.2

Final Qty 8021.6



PAGE SUMMARY

BEGINNING - STA 371+50

ITEM	LEGEND	ITEM DESCRIPTION	QUANTITY	UNIT
415.0090		CONCRETE PAVEMENT 9-INCH	5761.7	SY

Pg total
5761.7 SY.

PROJECT NUMBER: 6998-02-75/78	HWY: POST ROAD/BUS 51	COUNTY: PORTAGE	ITEM 415.0090 CONCRETE PAVEMENT 9-INCH	SHEET	E

FILE NAME: b:\work\projects\6821475\000.cad\001.drawings\sheets\415009@_ConcPvmnt_1.dgn
BATCH PRINT SHEET 1 OF 9
PRINTER DRIVER: L:\library\IPK_CADstds\Workspace-Clients\WisDOT\Microstation\Resources\MS_Printing\Printer_Drivers\ET_PDF_8.5 x 11.plt
PEN TABLE: L:\work\Projects\6821475\000_CAD\000_Drawings\Sheets\MS_Printing\Pen_Tables\ET_WisDOT_Color.tbl
PLOT DATE: 9/29/2011
PLOT TIME: 9:00:47 AM
PLOT SCALE: 1:61.802

WISDOT/CADDS SHEET 42

415.0090.1

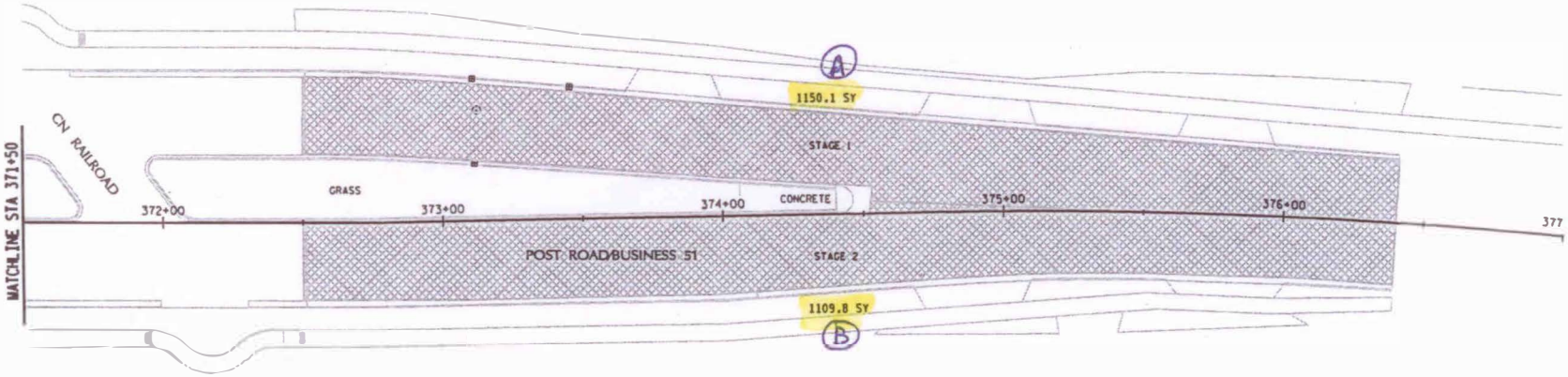
2

AECOM FIELD DATA OBTAINED BY
DICK THOMPSON (STAGE 1)
ROD STEEGE (STAGE 2)

COMPUTATIONS BY KEVIN BREWSTER
OF AECOM USING MICROSTION AND
INROADS SOFTWARE, DATED SEPTEMBER/2011

N

SCALE 0' 10' 20' 40'



Page total

A = 1150.1 S.Y.

+ B = 1109.8

2259.9 S.Y.

PAGE SUMMARY

STA 371+50 - END

ITEM	LEGEND	ITEM DESCRIPTION	QUANTITY	UNIT
415.0090		CONCRETE PAVEMENT 9-INCH	2259.9	SY

PROJECT NUMBER: 6998-02-75/78	HWY: POST ROAD/BUS 51	COUNTY: PORTAGE	ITEM 415.0090 CONCRETE PAVEMENT 9-INCH	SHEET	E

FILE NAME: L:\work\projects\6821475\000.cad\001_drawings\sheets\415009B_ConcPvmt_2.dgn
BATCH PRINT SHEET 2 OF 9
PRINTER DRIVER: L:\library\TPIL.CADstds\Workspace-Clients\WinDOT\Microstation\Resources\MS_Printing\Printer_Drivers\ET.PDF.8.5 x 11.plt
PEN TABLE: L:\work\Projects\6821475\000.CAD\001_Drawings\Sheets\MS_Printing\Pen_Tables\ET.WinDOT.Color.tbl
PLOT DATE: 9/29/2011
PLOT TIME: 9:08:50 AM
PLOT SCALE: 1.61.8182
WISDOT/CADDS SHEET 42

2

415.0090.2

Wisconsin Department of Transportation

Item History to Date

5/8/2012 1:37 PM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
CONCRETE PAVEMENT 9-INCH	415.0090	0240	SY	Original Item	33.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
8,070.000	266,310.00	8,021.600	8,021.600	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-75	POST RD, VILLAGE WHITING, MCDILL POND - CN RR	0010	ROADWAY	0120	8,070.000	0.000	8,021.600	8,021.600	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	
SOMMERS CONSTRUCTION CO., INC.	

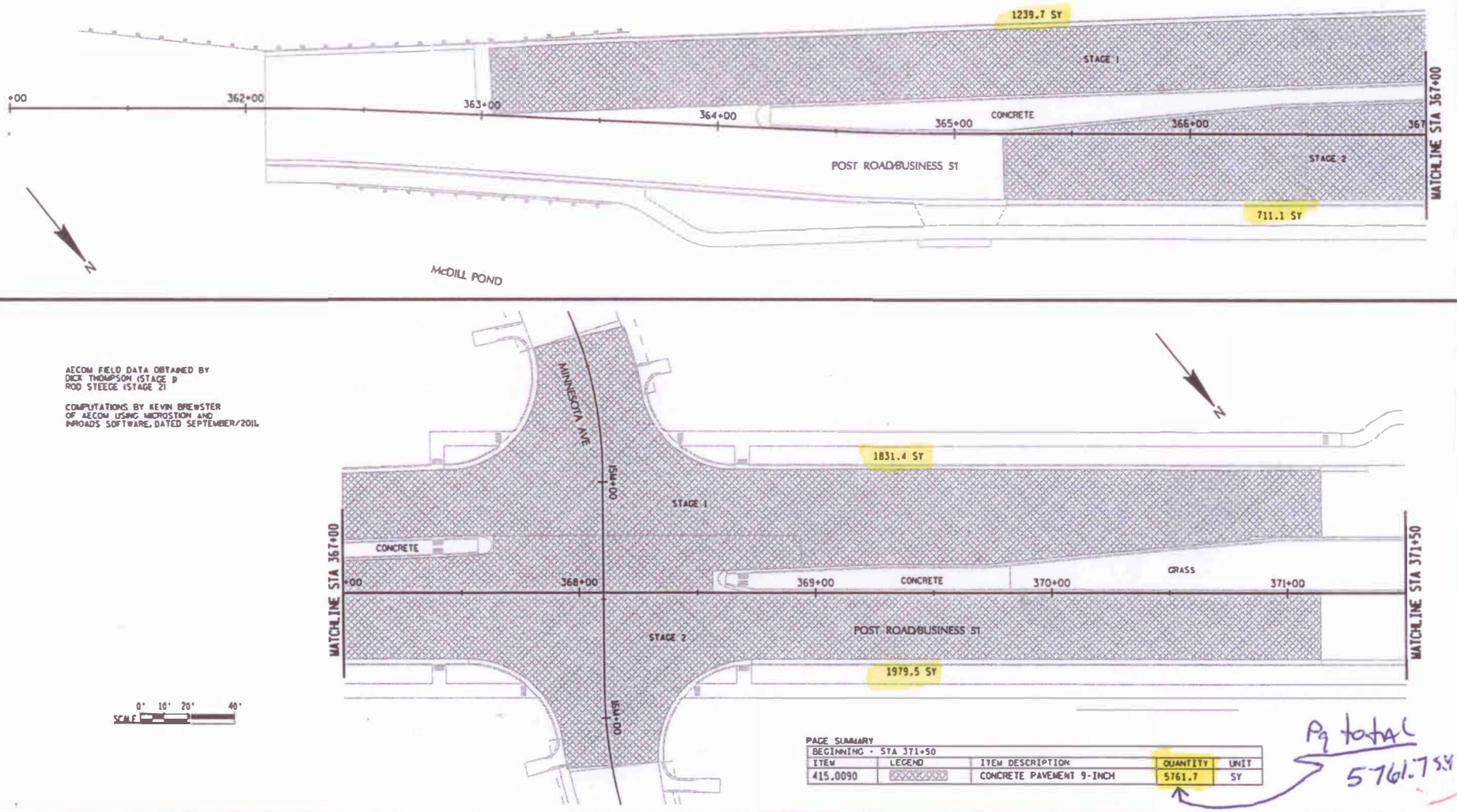
Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
7/13/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	4,000.000	Project		7/14/2011	No	ESTIMATE ONLY
8/17/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	2,700.000	Stage 2		8/17/2011	No	Estimate only
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	-6,700.000	Project		10/4/2011	No	Zero Out Qty
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	5,761.700	Project		10/4/2011	No	See Item History to date supporting documentation page 415.0090.1
9/29/2011	RF	1	6998-02-75	0010	SOMMERS CONSTRUCTION CO., INC.	2,259.900	Project		10/4/2011	No	See Item History to Date supporting documentation page 415.0090.2

Payment

Est No	Estimate Date	Project	Category	Voucher Number	Quantity Paid	Dollar Value
4	7/15/2011	6998-02-75	0010	4	4,000.000	132,000.00
6	8/17/2011	6998-02-75	0010	6	2,700.000	89,100.00
8	10/5/2011	6998-02-75	0010	8	1,321.600	43,612.80
					8,021.600	**$264,712.80**

Notes



PROJECT NUMBER: 6998-02-75/78	HWY: POST ROAD/BUS 51	COUNTY: PORTAGE	ITEM 415.0090 CONCRETE PAVEMENT 9-INCH	SHEET	E

FILE NAME: l:\work\projects\68214754\000_cad\001_drawings\sheets\415009_ConcPvmnt_Ldgr
BATCH PRINT SHEET 1 OF 9
PRINTER DRIVER: l:\library\TPK_CADstds\Workspace-Clients\WisDOT\Microstation\Resources\WS_Printing\Printer_Drivers\ET_PDF_8.5 x 11plt
PEN TABLE: l:\work\Projects\68214754\000_CAD\000_Drawings\Sheets\WS_Printing\Pen_Tables\ET_WisDOT_Color.tbl
PLOT DATE: 9/29/2011
PLOT TIME: 9:06:47 AM
PLOT SCALE: 1:61.802
WISDOT/CADDS SHEET 42

415.0090.1

2

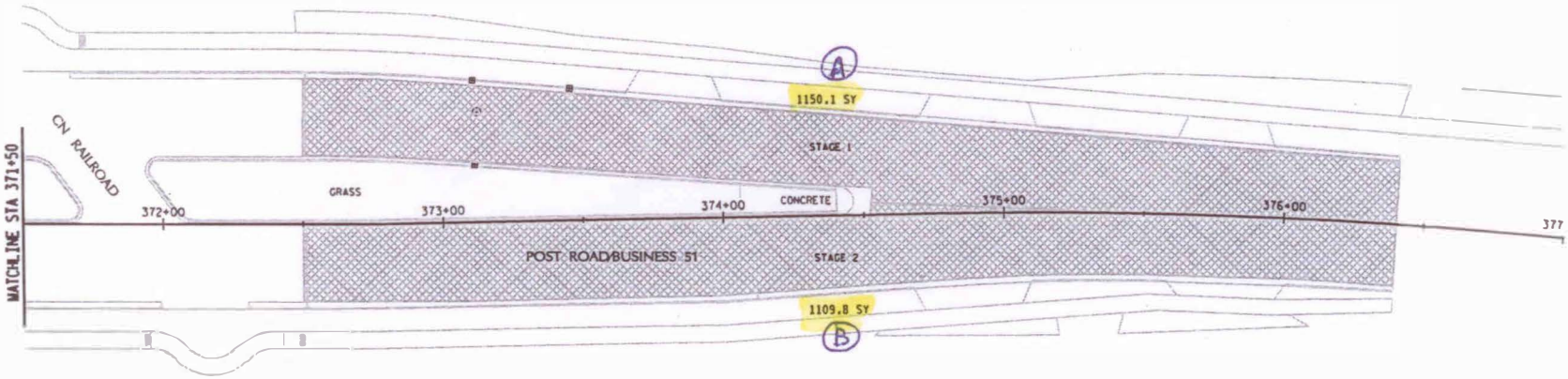
2

AECOM FIELD DATA OBTAINED BY
DICK THOMPSON (STAGE 1)
ROD STEEGE (STAGE 2)

COMPUTATIONS BY KEVIN BREWSTER
OF AECOM USING MICROSTION AND
INROADS SOFTWARE, DATED SEPTEMBER/2011

N

SCALE 0' 10' 20' 40'



Page total

A = 1150.1 S.Y.

+ B = 1109.8

2259.9 S.Y.

PAGE SUMMARY

STA 371+50 - END

ITEM	LEGEND	ITEM DESCRIPTION	QUANTITY	UNIT
415.0090		CONCRETE PAVEMENT 9-INCH	2259.9	SY

PROJECT NUMBER: 6998-02-75/78	HWY: POST ROAD/BUS 51	COUNTY: PORTAGE	ITEM 415.0090 CONCRETE PAVEMENT 9-INCH	SHEET	E

FILE NAME: L:\work\projects\60214754\000_cad\001_drawings\sheets\415009_ConcPavement_2.dgn
BATCH PRINT SHEET 2 OF 9
PRINTER DRIVER: L:\library\TPK_CADstds\Workspace-Clients\Wis001\Microstation\Resources\MS_Printing\Printer_Drivers\E1_PDF_8.5 x 11.plt
PEN TABLE: L:\work\Projects\60214754\000_CAD\001_Drawings\Sheets\MS_Printing\Pen_Tables\E1_Wis001_Color.tbl
PLOT DATE: 9/29/2011
PLOT TIME: 9:08:50 AM
PLOT SCALE: 1:61.8182

WISDOT/CADDS SHEET 42

415.0090.2

Wisconsin Department of Transportation

Item History to Date

5/16/2012 3:05 PM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
TRAFFIC CONTROL (PROJECT) 01. 6998-02-75	643.0100	0930	EACH	Original Item	6,000.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
1.000	6,000.00	1.000	1.000	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-75	POST RD, VILLAGE WHITING, MCDILL POND - CN RR	0010	ROADWAY	0410	1.000	0.000	1.000	1.000	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	
BARRICADE FLASHER SERVICE, INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
6/13/2011	RF	1	6998-02-75	0010	BARRICADE FLASHER SERVICE, INC.	0.500	Project		6/13/2011	No	See IRA page 643.0100 for more information.
11/28/2011	RF	1	6998-02-75	0010	BARRICADE FLASHER SERVICE, INC.	0.500	Project		11/28/2011	No	See IRA page 643.0100 for more information.

Payment

Est No	Estimate Date	Project	Category	Voucher Number	Quantity Paid	Dollar Value
2	6/15/2011	6998-02-75	0010	2	0.500	3,000.00
10	12/6/2011	6998-02-75	0010	10	0.500	3,000.00
					1.000	**$6,000.00**

Notes

Item Number: 643.0100	Item: TRAFFIC CONTROL (PROJECT)		Unit: EACH		Page: 643.0100
County: Portage	Nameof Road: Minnesota Ave.		Plan Quantity: 1		Project I.D. 6998-02-75
Computed by: RSF	Entered by: RSF	Checked by:	Group Code: 0010		Highway: Bus 51

Date	Station	Rt / Lt	Quantity	Quantity to Date	IDR Date	Estimate Number	Remarks
6/13/2011			.5	.5	6/13/2011	#2	Direct Entry
11/28/11			.5	1	11/28/11	#10	Direct Entry

Item History to Date

Wisconsin Department of Transportation

5/16/2012 3:28 PM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
TRAFFIC CONTROL (PROJECT) 01. 6998-02-75	643.0100	0930	EACH	Original Item	6,000.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
1.000	6,000.00	1.000	1.000	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-75	POST RD, VILLAGE WHITING, MCDILL POND - CN RR	0010	ROADWAY	0410	1.000	0.000	1.000	1.000	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	
BARRICADE FLASHER SERVICE, INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
6/13/2011	RF	1	6998-02-75	0010	BARRICADE FLASHER SERVICE, INC.	0.500	Project		6/13/2011	No	Direct Entry
11/28/2011	RF	1	6998-02-75	0010	BARRICADE FLASHER SERVICE, INC.	0.500	Project		11/28/2011	No	Direct Entry

Payment

Est No	Estimate Date	Project	Category	Voucher Number	Quantity Paid	Dollar Value
2	6/15/2011	6998-02-75	0010	2	0.500	3,000.00
10	12/6/2011	6998-02-75	0010	10	0.500	3,000.00
					1.000	**$6,000.00**

Notes

Item History to Date

Wisconsin Department of Transportation

5/8/2012 3:21 PM

FieldManager 4.7a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
RIPRAP MEDIUM	606.0200	0460	CY	Original Item	50.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
50.000	2,500.00	0.000	0.000	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-78	POST RD, VILLAGE WHITING, BUS 51 & MINNESOTA AVE INTERSECTION	0010	ROADWAY CONSTRUCTION	0130	50.000	0.000	0.000	0.000	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
11/28/2011	RF	1	6998-02-78	0010	MUSSON BROS., INC	0.000	Project		11/28/2011	No	For more information see IRA page 606.0200

Notes

Not used

Item Number: 606.0200	Item: RipRap Medium		Unit: CY		Page: 606.0200
County: Portage	Nameof Road: Minnesota Ave.		Plan Quantity: 50		Project I.D. 6998-02-78
Computed by:	Entered by:	Checked by:	Group Code: 0010		Highway: Bus 51

Date	Station	Rt / Lt	Quantity	Quantity to Date	IDR Date	Estimate Number	Remarks
11/28/11			0	0	11/28/11	#8	Item not used

final qty 0

Wisconsin Department of Transportation

Item History to Date

2/6/2013 2:52 PM

FieldManager 4.8a

Contract: 20110412020, POST RD, VILLAGE WHITING

Item Description	Item Code	Prop. Line	Unit	Type	Unit Price
RIPRAP MEDIUM	606.0200	0460	CY	Original Item	50.00000

Authorized Quantity	Authorized Amount	Quantity Placed	Quantity Paid	Quantity Unpaid	Item Completed
50.000	2,500.00	0.000	0.000	0.000	Yes

Documentation Attention

No

Projects And Categories

Project	Project Description	Catg	Category Description	Proj. Line	Authorized Quantity	Pending Changes	Quantity Placed	Quantity Paid	Quantity Unpaid
6998-02-78	POST RD, VILLAGE WHITING, BUS 51 & MINNESOTA AVE INTERSECTION	0010	ROADWAY CONSTRUCTION	0130	50.000	0.000	0.000	0.000	0.000

Contractors

Contractor	Remarks
MUSSON BROS., INC.	

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
11/28/2011	RF	1	6998-02-78	0010	MUSSON BROS., INC.	0.000	Project		11/28/2011	No	Item not used

Notes

Not used

Item Number: 606.0200	Item: RipRap Medium			Unit: CY		Page: 606.0200
County: Portage	Nameof Road: Minnesota Ave.			Plan Quantity: 50		Project I.D. 6998-02-78
Computed by:	Entered by:		Checked by:	Group Code: 0010		Highway: Bus 51

Date	Station	Rt / Lt	Quantity	Quantity to Date	IDR Date	Estimate Number	Remarks
11/28/11			0	0	11/28/11	#8	Item not used
			final qty 0				

Item 201.0105 Clearing (STA)

Contract Specification:

201.4.2 By the Station. The department will measure Clearing and Grubbing by the full 100-foot (40m) survey station acceptably completed, measured along the roadway centerline or reference line. If 2 or more roadways occur, the department will measure clearing and grubbing along the centerline or reference line of each roadway. For divided highways, the department will extend measurement units for each roadway, in width, from 5 feet (1.5m) outside the grading limit of that roadway to a line mid-way between the reference lines or centerlines for each roadway.

201.5 (3) Payment. The department will pay for clearing and grubbing, ordered beyond the clearing and grubbing limits, as defined in 201.3(1), at the contract unit price if the Clearing and Grubbing bid items are in the contract, or as extra work if Clearing and Grubbing bid items are not in the contract.

Proper Documentation:

Station	Station	Pay Stations	To Date	Remarks
10 + 00 Lt & Rt	13+00 Lt & Rt	3	3	Diary 2 page 3
15 + 00 Lt & Rt	19+00 Lt & Rt	4	7	Diary 2 page 3
19 + 00 Lt & Rt	21+00 Lt & Rt	2	9	Diary 2 page 3

Say 9 Final Pay Quantity

Common Errors:

Station	Station	Pay Stations	To Date	Remarks
10 + 00 Lt	13+00 Lt	3	3	Diary 2 page 3
10 + 00 Rt	13+00 Rt	3	6	Diary 2 page 3
15+50 Lt & Rt	18+50 Lt & Rt	3	9	Diary 2 page 3
19+00 Lt	20+50 Lt	2.5	11.5	Diary 2 page 3
19 + 00 Rt	21+00 Rt	2	13.5	Diary 2 page 3

Say 13.5 Final Pay Quantity

General Rule for Good Documentation:

Section 201.4.2 of the Standard Specifications

- Must pay full stations.
- Payment for a station covers clearing Lt. and Rt. of centerline/ reference line.

Item 201.0120 Clearing I.D.

Contract Specification:

201.4.5 By the Inch of Diameter

(1) The department will measure Clearing and Grubbing by the inch of diameter (25 mm) acceptably completed. The department will determine tree diameter by measuring the circumference approximately 4 1/2 feet (1.4 m) above the existing ground level, but above the ground swell, and dividing by 3. The department will determine stump diameter, for stumps not resulting from the contractor's clearing operations, by computing the average diameter of the stump top. The department will include only those in-place trees or stumps with a 3-inch (75 mm) or greater diameter. The department will round circumference measurements and diameters to the nearest inch (25 mm).

Proper Documentation:

Station	Offset	Circumference	Cir/3	To Date	Remarks
17 + 89 LT	31'	50"	17	17	Diary 2 page 3
17 + 13 LT	26'	42"	14	31	Diary 2 page 3
17 + 08 LT	28'	23"	8	39	Diary 2 page 3
17 + 03 RT	30'	61"	20	59	Diary 2 page 7
16 + 93 RT	23'	27"	9	68	Diary 2 page 7
16 + 77 LT	32'	45"	15	**83**	Diary 2 page 9

Say 83 Final Pay Quantity

Common Errors:

Station	Offset	Quantity
17 + 89 LT	31'	17
17 + 13 LT	26'	14
17 + 08 LT	28'	8
17 + 03 RT	30'	20
16 + 93 RT	23'	9
16 + 77 LT	32'	15
		83 I.D.

General Rule for Good Documentation:

Section 201.4.5 of the Standard Specifications

- 1/3 circumference measured 4 ½ feet from ground level.

Item 205.0100 Excavation Common

Proper Documentation:

	LxWxD
20+00 – 23+50	350 x 24 x 1.5 = 12,600 ft3 = **466.7**
24+20 – 24+50	30 x 24 x 2.0 = 1,440 = **53.3**
25+00 – 26+10 LT	110 x 12 x 1.0 = 1,320 = **48.9**
25+50 – 26+80 RT	130 x 4 x 1.0 = 520 = **19.3**
29+20 – 30+00	80 x 24 x 1.5 = 2,880 = **106.7**

694.9 C.Y.

Side Roads Pages 205.0100-2 + 205.0100-3=5392.1
Mainline Plan Quantity=16,000

See Supplemental Agreement page 205.0100-4 and comps for quantity verification page 205.0100-5 OR see Caice Comp sheets pages 205.0100-4 thru 205.0100-10.

Common Errors:

20 + 00 – 23 + 50	350' x 24'x 1.5' = 12,600 ft3 = 466.7 c.y.
24 + 20 – 24 + 50	30' x 24' x 2' = 1,440 ft3 = 53.3 c.y.
25 + 00 – 26 + 10 LT	110' x 12' x 1' = 1,320 ft3 = 48.9 c.y.
25 + 50 – 26 + 80 RT	130' x 4' x 1' = 520 ft3 = 19.3 c.y.
29 + 20 – 30 + 00	80' x 24' x 1.5' = 2,880 ft3 = ~~106.7 c.y.~~
	694.9 c.y.

Page 5 Side Roads 205.0100-2 to 205.0100-3	+5392.1
Mainline Plan Quantity	+16,000
Final Pay Quantity	**22,087 c.y.**

General Rule for Good Documentation:

Must refer to supporting documentation for all quantities paid for:

- See Supplemental Agreement.
- See Caice comp. sheets and final cross sections.
- Paid Plan Quantity as called for in contract Special Provisions and EBS, see page xx.

Item 210.0100 Backfill Structure

Contract Specification:

210.4 Measurement
(1) The department will measure Backfill Structure by the cubic yard acceptably completed, measured in the vehicle.

Proper Documentation:

210.0100 Structure Backfill Plan Quantity 150 C.Y.

East Abutment and Wings 6 loads x 13.7 C.Y/load= **82.2 C.Y**
West Abutment and Wing 8 loads X 13.7 C.Y = **109.6 C.Y**
See page 210.0100.1 for Truck box measurement **191.8 C.Y.**

Common Errors:

East Abutment 30'x 6' x 6' = 1080 ft3 = 40 c.y.
Wings (2) 2 x 7.5' x 6' x 6' = 540 ft3 = 20 c.y.
West Abutment 30' x 9' x 6'= 1620 ft3 = 60 c.y.
Wings (2) 2 x 7.5' x 9' x 6'= 810 ft3 =30 c.y.
150 c.y.

General Rule for Good Documentation:

See Method of Measurement Section 210.4 of the Standard Specifications...by the cubic yard or meter in the delivering vehicle.

EXCEPTION: If the plan has a detail showing the limits and dimensions of structure backfill, it may be measured in place (shrinkage factor)?

Item 305.0120 Base Aggregate Dense 1 ¼"

Proper Documentation:

Dates	Quantity	To Date	Remarks
7-1 thru 7-7	3800	3800	Estimated
7-8 thru 7-11	3700	7500	Estimated
7-31	-7500	0	Zero out estimated quantities
7-31	6079.8	6079.8	See Summary page 30404.1

Summary Page 30404.1 CABC

Date	Quantity	To Date	Remarks
7-1-00	2184.1	2184.4	See Tickets
7-2-00	843.2	3027.3	See Tickets
7-3-00	22.1	3049.4	See Tickets
7-6-00	86.3	3135.7	See Tickets
7-9-00	183.1	3318.8	See Tickets
7-10-00	1114.7	3433.5	See Tickets
7-11-00	1356.3	4789.8	See Tickets
7-17-00	269.2	5059.0	See Tickets
7-18-00	20.8	6079.8	See Tickets

6079.8 ton Final Pay Quantity

Item 305.0120 Base Aggregate Dense 1 ¼" continued

1046 7-6-00 #2 CABC 70,600 Truck 17 28,080 Tare 42,520 √	1047 7-6-00 #2 CABC 72,880 Truck 30 29,100 Tare 43,780 √
1049 7-6-00 #2 CABC 74,000 Truck 30 29,100 Tare 44,900 √ 42,520	1050 7-6-00 68,480 Truck 17 28,080 Tare ~~41,400~~ 40,400

42,520 √
+43,780 √
+ 44,900 √
+ ~~41,400~~ 40,400
~~172,600~~ 171,600
~~86.3~~ ton 85.8 ton √

Item 305.0120 Base Aggregate Dense 1 ¼ " continued

Common Errors:

G.C.0010

Date	Quantity	To Date	Remarks
7-1-00	2184.1	2184.1	See tickets dated 7-1-00
7-2-00	843.2	3027.3	See tickets dated 7-2-00
7-3-00	104.1	3131.4	See tickets dated 7-3-00
7-6-00	86.3	3217.7	See IRA pg 30404.3
7-7-00	602.2	3819.9	See tickets dated 7-7-00
7-3-00	-104.1	3715.8	Moved to G.C 0020
7-8-00	1042.2	4758	See tickets dated 7-8-00
7-3-00	22.1	4780.1	Driveway @ 16+40 LT Diary 3 pg 7
7-9-00	183.1	4963.2	See tickets dated 7-9-00
7-10-00	1000	5963.2	Estimated
7-11-00	1500	7463.2	Estimated
7-17-00	269.2	7732.4	See tickets dated 7-17-00
7-10-00	114.7	7847.1	See tickets dated 7-10-00
7-18-00	20.8	7867.9	See tickets dated 7-18-00
7-11-00	-143.7	7724.2	See tickets dated 7-11-00
7-7-00	-602.2	7122	Moved to item XXXXX Deficient CABC
7-8-00	-104.2	6079.8	Moved to item XXXXX Deficient CABC
		6079.8	Final Pay Quantity

Item 305.0120 Base Aggregate Dense 1 ¼ " continued

1046 7-6-00 #2 CABC 70,600 Truck 17 28,080 Tare 42,520 Project Checking	1047 7-6-00 #2 CABC 72,880 Truck 30 29,100 Tare 43,780 Level
1049 7-6-00 #2 CABC 74,000 Truck 30 29,100 Tare 44,900	1050 7-6-00 68,480 Truck 17 28,080 Tare ~~41~~,400 0

42,520 √
+ 43,780 √
+ 44,900 √
+ ~~41,400~~ 40,400 √
172,600 lbs = ~~86.3~~ ton
1 85.8

General Rule for Good Documentation:

If you have a large quantity of CABC on your project, you may want to use Estimated Quantity for your remarks even if you pay the exact ticket total for each day. When you correct for errors, move the material to another group code or change to a different item (deficient material) your paper trail will be a lot cleaner.

Estimated, see tickets.

Check all handwritten tickets.

Item 415.0120 Concrete Pavement 12"

415.4 Measurement

(1) The department will measure the Concrete Pavement bid items by the square yard acceptably completed, measured using the centerline length and the width from outside to outside of completed pavement, but limited to the width the plans show or the engineer directs. The department will include fillets for widened sections, or at drain basins and similar locations, placed monolithic with the pavement. The department will not deduct for fixtures with an area, in the plane of the pavement surface, of one square yard (1 m2) or less.

Proper Documentation:

Summary Sheet for Concrete Pavement

Location/Description	Quantity (m2)	Cumulative (m2)	Reference Pages
29 + 297 – 30 + 000 110-1 ramp	1,734.79	1,734.79	25-1 & 25-2
29 + 580 – 29 + 986 110-2 ramp	2,520.94	4,255.73	25-1 & 25-2
2 ± 611 – 2 + 707 10/110 Intersection + existing USH 10 2708.6+649.48+17.96+43.48	3,419.52	7,675.25	25-3 & 25-4
2 + 548 – 2 + 616 STH 110 NB LT Turn taper	201.83	7,877.08	25-5
1+ 200 – 2 + 616 STH 110 NB	10,289.81	18,166.89	25-6
1 + 458.2 – 2 + 611 STH 110 SB	8,311.83	26,478.72	25-6
1 + 200 – 1 + 458.2 STH 110 SB	1,151.5	27,630.22	25-7 & 25-8
1 + 609 – 1 + 712 Median x-over turn lanes and tapers	462.7	28,092.92	25-9 & 25-10
1 + 723 – 1 + 765 Median x-over turn lanes and tapers	262.8	28,355.72	25-11& 25-12
1 + 862 – 1 + 969 Median x-over turn lanes and tapers	460.2	28,815.92	25-13 & 25-14
1 + 972 – 2 + 080 Median x-over turn lanes and tapers	461.1	29,277.02	25-15 & 25-16
2 + 193 – 2 + 356 Median x-over turn lanes and tapers	673.5	29,950.52	25-17 & 25-18
30 + 000 – 30 + 027 110-1 ramp +110 SB turn lane and taper	683.3	30,633.82	25-19 & 25-20
29 + 986 – 30 + 044 110-2 ramp + 110 SB turn lane and taper	456.93	31,090.75	25-21 & 25-22

Item #415.2000.S, Incentive Strength Concrete Pavement

General Rules for Good Documentation:

- Incentive will be paid based on contractor QC test results. The contractor will post these results in the MRS system.
- Project Leader must check all data entered for any errors.
- See project special provisions for lot and sublot layout.
- Project Leader must check lot quantities that the contractor entered in MRS.
    - Project leader must have source documentation supporting the quantities.
    - Actual in place measurements and computations for each lot quantity are required for concrete pavement.
- Project Leader will make necessary quantity adjustments in MRS if needed.
- After adjustment of quantities, Project Leader will approve.
- Incentive / Disincentive will be based on the approved quantities.
- Any concrete outside the control limits will not receive incentive
- Print incentive summary from the MRS system. This document and your lot calculations will be your two source documents for the IRA.

Item 455.01XX Asphaltic Material (PG Grade)

COMMERCIAL PLANTS (Tank stickings not practical/available)

1. Compute A.C. using the theoretical percentage of asphaltic material in the mixture. (Based on mix design or tickets)

2. Refer to contractor's control charts to verify the theoretical percentage of A.C. was relatively close to the actual percentage.

Proper Documentation:

Date	Tons of mix	% A.C.*	Pay Tons of A.C.	Remarks
7-20-05	1582.05	5.5	87.01	See Tickets
7-21-05	2354.15	5.6	131.83	See Tickets
7-22-05	1892.36	5.7	107.86	See Tickets
7-23-05	578.63	5.7	32.98	See Tickets
		PAY TOTAL	359.68	

* Percent A.C. will be taken from the mix design or from the actual tickets. Most Asphalt suppliers will have the percent A.C. printed on the tickets.

Item 455.01XX Asphaltic Material (PG Grade)

(Continued)

NON-COMMERCIAL PLANTS (Tank stickings are available)

1. **Use tank stickings when possible. This is usually possible when a portable plant is set up specifically for the project.**
2. Contractor is to take stickings of each tank at beginning and ending of each days paving for each tank.
3. Must have temperature of A.C. at stickings to convert to gallons. See Spec. book for conversion factor.
4. Must have conversion charts for each tank to convert stickings (inches) into gallons.
5. Need invoices for each load of A.C. that was added to the tanks each day.
6. A.C. used will be computed. See Daily Record Worksheet for computations.

   A.C. = Beginning gallons – ending gallons + A.C. Received
7. Must deduct any A.C. that went to other projects or private. This can be subtracted by theoretical computation as shown above.
8. Final pay must also include any RAP (Recycled A.C.) that was added to the mix. This is computed from the % of RAP added and the % of A.C. in the RAP. (This is on Mix Design Report.)

   RAP = (% RAP added) x (% RAP) x (Mix tons) = RAP tons

   = (10 % RAP added) x (6.1% RAP) x (1582.05 Mix tons) = 9.65 RAP tons

Pay A.C. = Beginning gallons – ending gallons + A.C. Received + RAP – Waste/Other projects

Item 455.0605 Tack Coat

Proper Documentation:

Date	Gal of Sed	Temp in Degrees	Gal at 60°	To Date	Remarks
7-20-00	100	135	98.42	98.42	See Tickets (Below)
7-21-00	150	120	148.13	246.55	See Tickets (Below)
7-22-00	50	130	49.27	295.82	See Tickets (Below)
7-23-00	125	135	123.03	418.85	See Tickets (Below)
12-4-00	Rounding		.15	419	Final Pay Quantity

$$\frac{V = V1}{.985 + .00023T} \qquad \frac{100}{.00023\,(135) + 0.985} = 98.42 \text{ Gal at } 60° \text{ F}$$

$$\frac{150}{.00025\,(120) + 0.985} = 148.13$$

$$\frac{50}{.00025\,(130) + 0.985} = 49.27$$

$$\frac{125}{.00023\,(135) + 0.985} = 123.03$$

7-20 Tack 135° Begin 800 Gal End 700 Gal 100 Gal	7-21 Tack 120° Begin 1,050 Gal End 900 Gal 150 Gal
7-22 Tack 130° Begin 900 Gal End 850 Gal 50 Gal	7-23 Tack 135° Begin 850 Gal End 725 Gal 125 Gal

Item 455.0605 Tack Coat continued

Common Errors:

Date	Gallons	To Date	Remarks
7-20-00	100	100	See Tickets
7-21-00	150	250	See Tickets
7-22-00	50	300	See Tickets
7-23-00	125	425	See Tickets

* * * TO BE PAID AT 60° F * * *

7-21 Tack 135° Begin 800 Gal End 700 Gal 100 Gal	7-21 Tack 120° Begin 1,050 Gal End 900 Gal 150 Gal
7-22 Tack 130° Begin 900 Gal End 850 Gal 50 Gal	7-23 Tack 135° Begin 850 Gal End 725 Gal 125 Gal

General Rule for Good Documentation:

Tack is to be paid at 60° F. Must do volume temperature conversion to convert volume to 60° F.

$$V = \frac{v1}{.00023\ (T) + 0.985}$$

Item 460.1101 HMA Pavement Type E-1

Proper Documentation:

Date	Quantity	To Date	Remarks
7-15-00	1242.3	1242.3	See Tickets
7-16-00	804.4	2046.7	See Tickets
7-17-00	2160.8	4207.5	See Tickets
7-20-00	1492.6	5700.1	See Tickets
7-21-00	461.0	6161.1	See Tickets
7-22-00	214.4	6375.5	See Tickets
7-23-00	106.8	6482.3	See Tickets
7-17-00	-750.0	5732.3	Moved to item 804.2005 pg 460.1101-1 Disincentive Density HMA Pavement 98% *
		5732.3	Final Pay Quantity

* 804.3010 Disincentive Density Asphaltic Material must also be used in addition to 804.2005.

Common Errors:

Date	Quantity	To Date	Remarks
7-15-00	1242.3	1242.3	See Tickets
7-16-00	804.4	2046.7	See Tickets
7-17-00	2160.8	4207.5	See Tickets
7-20-00	1492.6	5700.1	See Tickets
7-21-00	461.0	6161.1	See Tickets
7-22-00	214.4	6375.5	See Tickets
7-23-00	106.8	6482.3	See Tickets
7-17-00	-15.0	64673	See pg. 460.1101-1

7-17-00 Pg. 460.1101

750 ton at 98% pay due to deficient density.

- Average Density 90.2%
- Required Density 91%
- 750 ton x -.02 = -15.0 ton

General Rule for Good Documentation:

Any quantities with deficiencies due to QMP Testing or nuclear density testing should be paid under the appropriate 804 bid items. (See C&M Manual 2-20-65.)

Item 460.2000 Incentive Density HMA Pavement

(750 Ton Lots – Standard unless special provisions require alternative)

General Rules for Good Documentation:

- Use new pantry sheet for calculating incentive (Nuclear Incentive).
- Enter all required information in red columns.
- Must calculate theoretical lot tonnage for each lot. **Must provide documentation of this in project records.**
- Per standard specification, all lots must be divided into 750 tons per layer. The last lot may be added to the previous lot, but can't exceed 1,000 tons.
- Side roads at intersections, crossovers, and turn lanes will be broken into lots according to CMM 8.15.
- Lot density is the average of the 5 random samples taken for that lot. The average is determined by averaging the bulk densities. Do not average the percentages.
- Incentive will be based on theoretical computed lot sizes. Do not adjust lot tonnage. Lot tonnage may only be adjusted if paving configuration (width or thickness) was specifically changed prior to paving. Station limits of adjusted area must be known.
- Must enter air voids into spreadsheet from contractor's control charts. If there is more than one air test in a day, enter the one that is the closest to the specification limits.
- Any lot that has **any** out of spec. air voids (3.5 – 5%) will not receive incentive.
- Spreadsheet will calculate penalty % pay factor.
- A Contract Modification must be written for nuclear lots that are in penalty. The mix and the asphaltic material get disincentive.
- Add item: 804.2005 Disincentive Density HMA Pavement, ___Percent (Use supplemental description field in Field Manager to distinguish between different pay percentages.)
- Add item: 804.3010 Disincentive Density Asphaltic Material, ___Percent (Use supplemental description field in Field Manager to distinguish between different pay percentages.)

Item 460.2000 Incentive Density HMA Pavement

(1500 Lane Feet Lots – If special provisions require)

General Rules for Good Documentation:

- If special provisions require lots to be computed by using 1500' linear method, follow method in CMM 8.15.
- Side roads at intersections, crossovers, and turn lanes will be broken into lots according to CMM 8.15.
- Contractor will provide lot layout.
- Contractor will enter nuke data into the MRS system.
- Project leader must verify all data entered.
- Must calculate theoretical lot tonnage for each lot. **Must provide documentation of this in project records.**
- Project leader will make any necessary quantity adjustments in MRS if necessary.
- Project leader will then approve.
- Incentive will be based on the theoretical tonnage for that lot. MRS will compute incentive.
- Any lot that has **any** out of spec. air voids (3.5 – 5%) will not receive incentive.
- A Contract Modification must be written for nuclear lots that are in penalty. The mix and the asphaltic material get disincentive.
- Add item: 804.2005 Disincentive Density HMA Pavement, ___Percent (Use supplemental description field in Field Manager to distinguish between different pay percentages.)
- Add item: 804.3010 Disincentive Density Asphaltic Material, ___Percent (Use supplemental description field in Field Manager to distinguish between different pay percentages.)

Item 502.0100 Concrete Masonry Bridges

General Rules for Good Documentation:

- Refer to C&M Manual 2-20-10.
- Refer to Construction Memo 21-3.

Small Structures
(< 180 C.Y.)

1) The Project Leader does a **rough computation** for the volume of concrete masonry.

2) If this volume is < 101% of plan:
   Write a Supplemental Agreement and pay plan quantity.

3) If this volume is > 101% of plan:
   Proceed with a **detailed computation** of the volume and pay the actual quantity.

Large Structures
(> 180 C.Y.)

1) The Project Leader does a **rough computation** for the volume of concrete masonry.

2) If this volume is 99% -- 101% of plan:
   Write a Supplemental Agreement and pay plan quantity.

3) If this volume is < 99% or >101% of plan:

   Proceed with a **detailed computation** of the volume and pay the actual quantity.

Item 506.0105 Structural Steel Carbon

Item 506.0605 Structural Steel High Strength

General Rules for Good Documentation:

- Payment will be made based on actual invoices delivered by contractor.
- If invoice quantity is greater than plan, must provide justification for overrun.
- A supplemental agreement will be written, showing the original plan quantity and the overrun quantity.
- Overrun justification must be attached to the supplemental agreement.
- Designer may have to be contacted in order to investigate the cause of the overrun if it is unknown.
- Invoices, supplemental agreement, and overrun justification will be source documents for the IRA,
- Overrun will also be explained in the explanation of variation.

Item 520x.xxxx Culvert Pipe Items

Contract Specification:

520.4 Measurement

(1) The department will measure the Culvert Pipe bid items and Pipe Cattle Pass by the linear Foot acceptably completed, determined by multiplying the number of units in the pipe culvert by their commercial laying length. The department will measure pipes with skewed or beveled ends by multiplying the number of regular units by their commercial laying length and adding the length of each skewed or beveled end section measured on the centerline of the structure along the flow line of the section. The department will measure elbows on the centerline and along the flow line of the elbow.

(2) The department will measure the Apron Endwalls for Culvert Pipe bid items as each individual unit acceptably completed.

(3) The department will measure Cleaning Culvert Pipes as each individual unit acceptably completed.

Item 522.0324 Culv Pipe Reinf Concrete Class IV 24"

Proper Documentation:

Date	Location	Quantity	To Date	Remarks
6-18-00	24 + 12	56.0	56.0	See Diary 8 page 18

Diary 8
The contractor installed a 24" cross drain at 24 + 12. 7 sections at 8' = 56 L.F. plus 2 AEW's. All joints were wrapped 8 joints x 3.0 ft. (width) x 8.0 ft. (length) / 9 = 21.3 s.y.

- Item 522.0324 RCCP, Class IV, 24" = 56 LF
- Item 522.1024 RC AEW, 24" = 2 each
- Item 645.0110 Geotextile Fabric DF = 21.3 s.y.

Improper Payment:

- Paying for 56 L.F. of Class IV, 24" RCCP as borrow excavation is an example of civil fraud.

Common Errors:

Date	Location	Quantity	To Date	Remarks
6-18-00	24+12	57'	57	See culvert pipe diary pg 7
8-14-00		46'	103	See culvert pipe diary 6 page 43

SEE METHOD OF MEASUREMENT

- What's wrong with entry on 6-18-00?
- What's wrong with 2nd entry?

* * * CIVIL FRAUD * * *

Item 522.0324 Culv Pipe Reinf Concrete Class IV 24" continued

Common Errors Continued:

Culvert Pipe Diary page 7
Laid 24" Class III RCCP at 24 + 12, cross drain joints were wrapped 8 joints x 3.0 ft. x 8.0 ft. / 9 = 21.3 ft of DF Fabric (645.0110).
Measured pipe 57' + 2 AEW's
Item 522.0324 RCCP, Class III, 24" = 57 L.F
Culvert Pipe Diary page 43
Paid 46' of 24" Class III RCCP to pay for _____ many loads of borrow hauled by the contractor to the west end of the project. No item for the borrow on this project, but Joe Blow and I agreed that _____ loads at _____ yards/load x $ _____ per yard = _____ ÷ $ _____ /ft = 46'
Item 522.0324 RCCP, Class III, 24" = **46 L.F.**

* * * CIVIL FRAUD * * *

General Rule for Good Documentation:

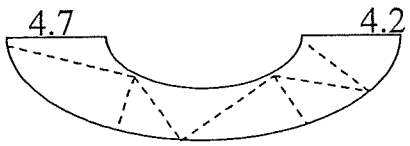
See method of measurement under Section 520.4 of the Standard Specification's book.

- To be by their commercial laying length.
- Number of units times commercial laying length.

Item 606.0300 Rip Rap Heavy

Proper Documentation:

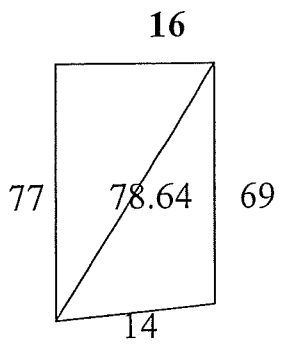
606.0300.1



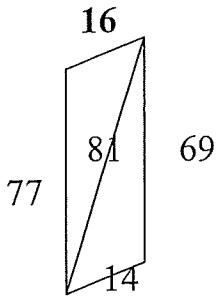
$$s = \frac{a+b+c}{2} \qquad \text{Area} = \sqrt{s\,(s-a)(s-b)(s-c)}$$

Item 606.0300 Rip Rap Heavy continued

606.0300.2



BECAUSE



$\frac{77+16+78.64}{2} = 85.82$ $\qquad \sqrt{85.82\,(8.82)(69.82)(7.18)} = 615.99$

$\frac{78.64+14+69}{2} = 80.82$ $\qquad \sqrt{80.82\,(2.18)(66.13)(11.82)} = 371.1$

987.09 ft2

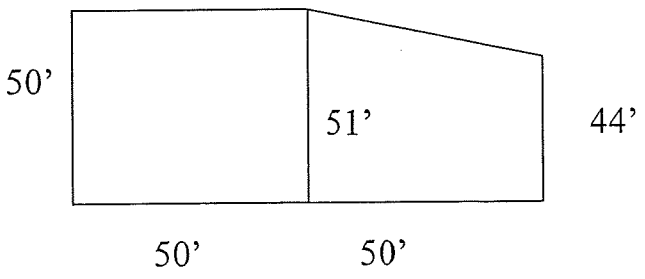
987.09 x 2' = 1,974.18 ft3/ 27 = 73.1 C.Y.
81.1 is 10.9% OVERPAYMENT

$\frac{16+77+81}{2} = 87$ $\qquad \sqrt{87(71)(10)(6)} = 608.79$

$\frac{81+14+69}{2} = 82$ $\qquad \sqrt{82(1)(68)(13)} = 269.24$

878.03 ft2

878.03 x 2.0 = 1756.06 ÷ 27 = 65.0 C.Y.
81.1 is 24.8 % OVERPAYMENT



$\frac{5.0+5.1}{2} \times 50 = 252.5$ s.f.

$\frac{5.1+4.4}{2} \times 50 = 237.5$ s.f.

490 s.f x 2' = 980 ft3 ÷ 27 = 36.3 C.Y.

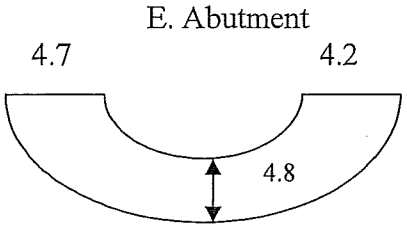
$\frac{2}{3}$

Item 606.0300 Rip Rap Heavy continued

Common Errors:

Date	Quantity	To Date	Remarks
6-1-00	19.2	19.2	See pg 60602.1
7-13-00	116.9	136.1	See pg 60602.1
		136.1 c.y.	Final pay quantity

60602.1

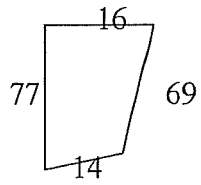


$\frac{4.7 + 4.8 + 4.2}{3}$ x 56.9 = 259.8 ft2 x 2.0' thick = 519.7 ft 3

519.7 ÷27 = 19.2 c.y.

60602.2

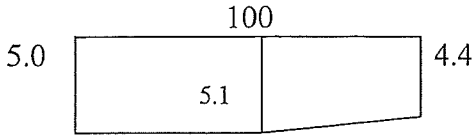
26 + 80 LT



$\frac{16 + 14}{2}$ x $\frac{77 + 69}{2}$ =1095 s.f.

1095 x 2 = 2190 ft3 = 81.1 c.y.

28 + 10



$\frac{5.0 + 5.1 + 4.4}{3}$ x 100' = 483.3 x 2' thick = 966.6 ft3

966.6 ÷ 27 = 35.8 c.y.

35.8 + 81.1 = 116.9 c.y.

General Rule for Good Documentation:

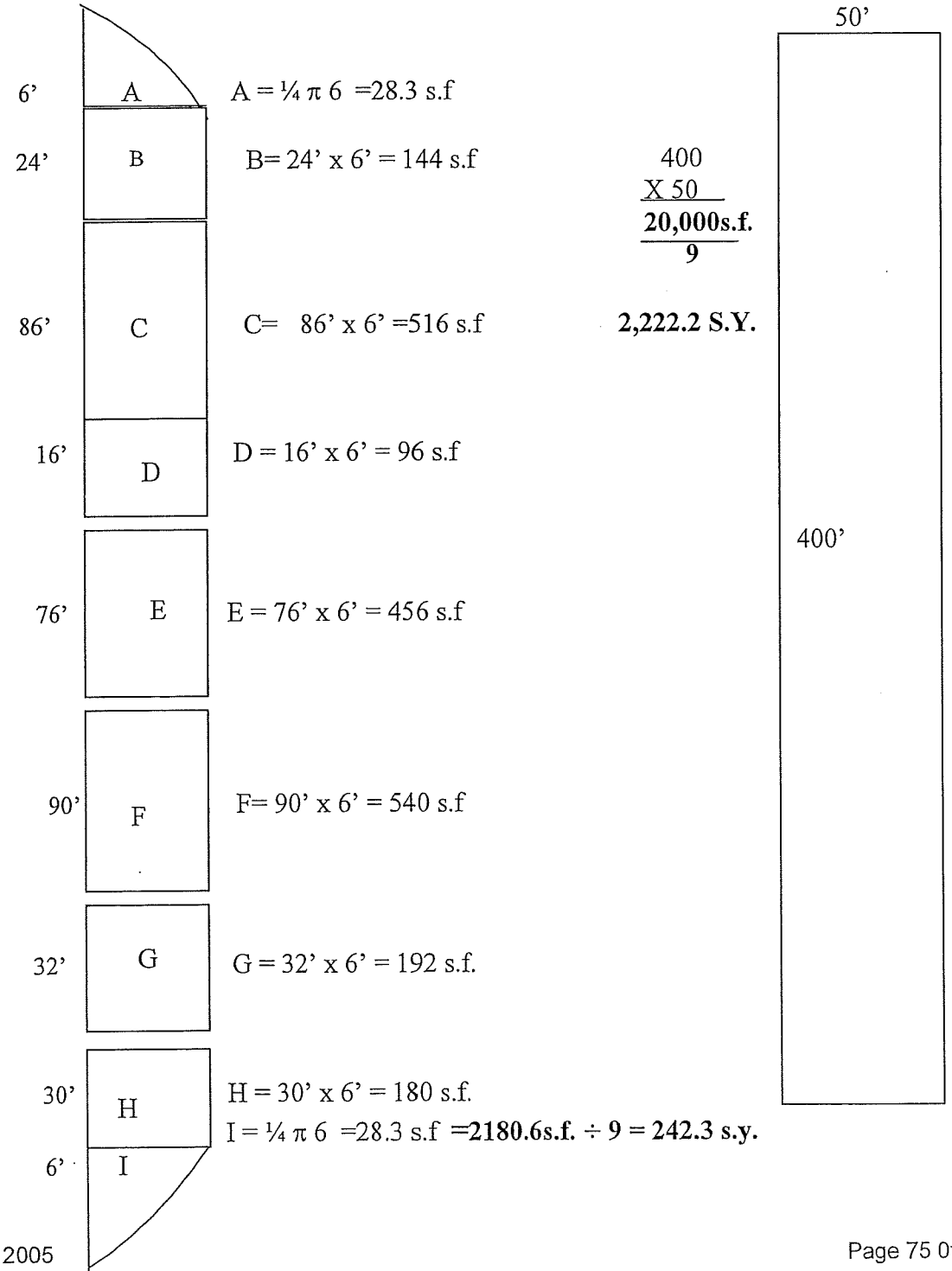
Always use the appropriate measurements and mathematical methods when possible.

Item 625.0500 Salvaged Topsoil

Proper Documentation:

Station – station	Quantity	To Date	Remarks
20+00 – 24+00 LT	242.3	242.3	See page 625.0500.1
20 +00 – 24+00 RT	2222.2	2464.5	See page 625.0500.1

625.0500.1



400
X 50
20,000s.f.
9

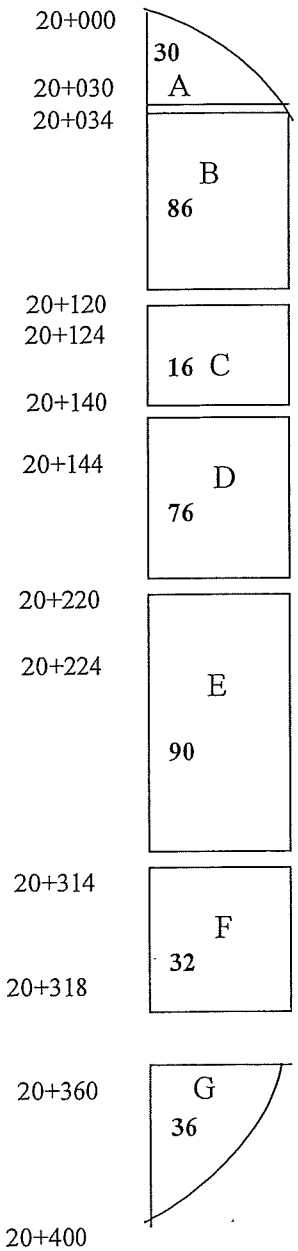
2,222.2 S.Y.

=2180.6s.f. ÷ 9 = 242.3 s.y.

Item 625.0500 Salvaged Topsoil Continued

Common Errors:

Station – station	Quantity	To Date	Remarks
20+00 – 24+00 LT	222	222	See page 625.0500.1
20 +00 – 24+00 RT	2222.2	2444.2	See page 625.0500.1



A = ½ 30 x 6 =90 s.f

B= 86' x 6' = 516 s.f

C=16' x 6' =96 s.f

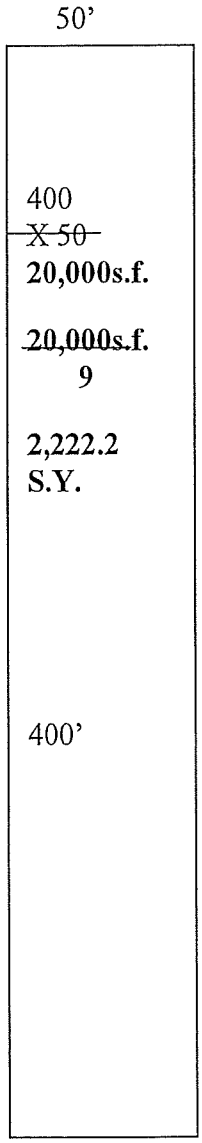
D = 76' x 6' = 456 s.f

E = 90' x 6' = 540 s.f

F= 32' x 6' = 192 s.f.

G = ½ 36' x 6 = 108 s.f

1998 SF ÷9 = 222.0 s.y.



400
~~X 50~~
20,000s.f.

~~**20,000s.f.**~~
9

2,222.2
S.Y.

General Rule for Good Documentation:

Always use the appropriate measurements and mathematical methods when possible.

Item 625.0500 Salvaged Topsoil continued

Projects with a Special Provision

Proper Documentation:

Location		Quantity	To Date	Remarks
20+00 – 24+00	LT + RT	1200 s.y.	1200 s.y.	Paid Plan Quantity per Special Provision No. 16. (see page 24)
19+00 – 20+00	LT	200 s.y.	1400 s.y.	Additional Salvaged Topsoil due to Plan Change, see Diary 6 pg. 43.

Diary 6 Pg. 43: Told Timme to seed, topsoil and mulch the left shoulder area from 19+00 to 20+00 left due to shoulder widening.

$$100 \times \frac{(16+20)}{2} \surd = 1800 \text{ s.f.} \qquad 1800 \surd = 200 \text{ s.y.}$$

Measured by (name) 8-16-05

---

* * * USE THE SPECIAL PROVISION * * *

Common Errors:

Plan Quantity 800 s.y.

SW Quad	220 s.y.	220 s.y.	See page 625.0500-1
SE Quad	190 s.y.	410 s.y.	See page 625.0500-2
NE Quad	260 s.y.	670 s.y.	See page 625.0500-3
NW Quad	200 s.y.	870 s.y.	See page 625.0500-4

Don't measure each area if you have this Special Provision unless there were plan modifications directed by the engineer.

* * * Pay Plan Quantity for this. * * *

B Material

Use one of the following systems on a well cured (7 days minimum) concrete surface as given in 516.3.1: Bituthene H3000 membrane with Bituthene P3000 primer and EM-3000 mastic; Protecto Wrap M-400 membrane with No. 80 primer and JS-160H mastic; Miradri 860/861 with Miradri P800 primer and Miradri M800 mastic; MEL-ROL by W.R. Meadows with Sealtight MEL-Prime and sealtight mastic; Polyguard 650 LT membrane with Polyguard Liquid Adhesive; or equal.

The Bituthene systems given above may be used to waterproof green concrete (less than 7 days old) if Bituthene Green Concrete Primer is used in place of the Bituthene P300 primer.
(082003)

16. Salvaged Topsoil.

This work shall be in accordance with the requirements of section 625 of the standard specifications, except as hereinafter provided.

Measurement and Payment

The department will pay for Salvaged Topsoil completed, placed, and accepted at the contract quantity without measurement thereof, except as the quantity may be revised as a result of plan modifications directed by the engineer in the field that would result in an increase or a decrease in plan quantities. Any adjustment in plan quantity will be compensated for by an adjustment in quantity based on contract bid prices.
(082003)

17. Mulching.

This work shall be in accordance with the requirements of section 627 of the standard specifications, except as hereinafter provided.

Measurement and Payment

The department will pay for Mulching, completed, placed, and accepted at the contract quantity without measurement thereof, except as the quantity may be revised as a result of plan modifications directed by the engineer in the field that would result in an increase or a decrease in plan quantities. Any adjustment in plan quantity will be compensated for by an adjustment in quantity based on contract bid prices.
(082003)

18. Seeding Temporary.

This item shall be in accordance with the requirements of section 630 of the standard specifications except as hereinafter modified.

Subsection 630.3.3 is supplemented as follows:

Item 627.0200 Mulching

Proper Documentation:

Date	Location	Quantity	To Date	Remarks
10-24-00	4th St & River intersection	5600	5600	See Misc. Quantities Diary Pg 24

NE Quad 4th St. 102' x 150' = 15,300 s.f. ÷ 9 = 1,700 s.y.
NW Quad 4th St. 126' x 150' = 18,900 s.f. ÷ 9 = 2,100 s.y.
SW Quad 4th St. 108' x 150' = 16,200 s.f. ÷ 9 = 1,800 s.y.
5,600 s.y.

Common Errors:

Date	Location	Quantity	To Date	Remarks
10-24-00		5600	5600	See Misc Quantities Diary Pg 24

Misc. Quantities Diary Page 24
NE Quad 4th St. 1700
NW Quad 4th St. 2100
SW Quad 4th St. 1800
SE Quad 4th St. 0
5600 s.y.

HOW WAS THIS MEASURED?

General Rule for Good Documentation:

Any item to be paid in s.y., s.f., c.y., c.f., m2, m3, etc. needs to show computations of how the quantities were arrived at. We don't measure in square yards.

* * Check the Special Provision for Payment of Plan Quantity also (see page 24).

Item 629.0210 Fertilizer Type B

Proper Documentation:

Date	Location	* Bags	LB. / Bag	LB	CWT	Remarks
8-1-04	10+00 to 15+00 LT & RT	5	50	250	2.5	CWT = 100 lb.

* Bag quantity verified in field by CWB.

Common Errors:

Date	Location	CWT	Remarks
8-1-04	Project	2.5	

General Rule for Good Documentation:

Document measured quantities including:

- ☐ Computation of where CWT comes from.
- ☐ Good description for location.
- ☐ Any other documentation that clarifies what is being paid for.
- ☐ Good documentation with explanation if partial bags are used.

Item 630.01XX Seeding Mixture No. XX

Proper Documentation:

Date	Location	* Bags	LB. / Bag	LB	Remarks
8-1-04	10+00 to 15+00 LT & RT	5	50	250	

* See seed tickets located in project files for bag count.

Common Errors:

Date	Location	LBS	Remarks
8-1-04	Project	250	

General Rule for Good Documentation:

Document measured quantities including:

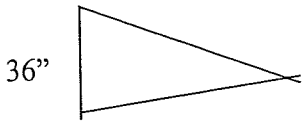
- ☐ Computation of where LB comes from.
- ☐ Good description for location.
- ☐ Any other documentation that clarifies what is being paid for.
- ☐ An explanation of why any partial bags are used.

Item 637.0202 Sign Reflective Type II

Common Errors:

R1-1 Stop Sign 30 x 30 = 6.25 s.f.
36 x 36 = 9.0 s.f.

W14-3 No Passing Zone



48" x 36" = 12.0 s.f.
(Wrong)

½ 36" x 48" = 6.0 s.f
(Correct)

* * * NEED TO COMPUTE THESE AREAS * * *

General Rule for Good Documentation:

Signs that aren't rectangular or square are occasionally computed incorrectly in the plan. Use proper mathematical methods for computations for this item.

Item 643.0300 Traffic Control Drums

Proper Documentation:

Dates	Days	Signs	Total	To Date	Remarks
7-1 thru 7-7	7	10	70	70	See Traffic Control Spreadsheets Pages 643.0900-1 thru 643.0900-6
7-8 thru 7-14	7	14	98	168	
7-15 thru 7-21	7	14	98	266	

Common Errors:

Date	Days	# Drums	Total	To Date	Remarks
7-1 thru 7-7	6	19	114	114	See Traffic Control Diary pg 7
7-7 thru 7-14	7	14	98	212	See Traffic Control Diary pg 14
7-14 thru 7-20	7	22	154	366	See Traffic Control Diary Pg 21

General Rule for Good Documentation:

* * * Need to pay for the correct number of days. * * *

Item 646.0106 Pavement Marking Epoxy 4"

Proper Documentation:

Date	Quantity	To Date	Remarks
8-1-00	67200	67200	See Diary 7 pg 39

Diary 7 Page 39

10 + 00 – 312 + 50 LT Edge line = 30,250' measured
10 + 00 – 312 + 00 RT Edge line = 30,200' by XXX
15 + 00 – 285 + 00 CL skips 540 x 12.5 = 6,750' 7-28-00

TOTAL 67,200 L.F.

Common Errors:

Date	Quantity	To Date	Remarks
8-1-00	67200	67200	See Diary 7 Pg 39

WAS THIS 1 SINGLE SOLID LINE THAT LENGTH ?

Diary 7, page 39
Item 646.0106 Pavement marking Epoxy, 4" 67,200 l.f. measured by XXX 8-1-00

General Rule for Good Documentation:

- Stationing
- Gaps
- Computations for skip marks
- Any other documentation that clarifies what is being paid for.

Item 655.XXXX Electrical Wiring

Proper Documentation:

Electrical Wire Lighting 12 AWG

Date	Location	LF	Remarks
8-1-04	Light Base 1 to luminaire	144	* See sample calc.

* Total = (3 wires)(30ft. pole + 12 ft. arm + 6' extra) = 144 l.f.

Cable Type UF 2-12 AWG

Date	Location	LF	Remarks
8-1-04	CB2 to SB1	51	* See sample calc.

* Total = CB2 to PB1 = 35 lf
Loop in PB1 = 6 lf
PB1 to SB1 = 10 lf
Total = 51 lf

Common Errors:

Electrical Wire Lighting 12 AWG

Date	Location	LF	Remarks
8-1-04	Light Base 1	144	

Cable Type UF 2-12 AWG

Date	Location	LF	Remarks
8-1-04	CB2 to SB1	51	

General Rule for Good Documentation:

Document measured quantities including:

- Computation of where wire length comes from.
- Good description of location (from and to).
- Any other documentation that clarifies what is being paid for.

Other Points of Concern

1) Project level checking is required to verify that numbers added were the correct numbers, not just that they add up to the total indicated. Example: 643.3 s.f. + 454.38 s.f. + 178.93 s.f. = 1246.6 s.f.
(pg 15) (pg 16) (pg17)

2) If the checker discovers an error during the checking process, who's responsibility is it to see that changes are reflected in pay quantities?

3) Indirect paper trail: See Diary 3 page 7. Diary 3 page 7 says to see project Diary page 112. Project Diary page 112 says see asphalt binder this date. Asphalt binder says see tickets.

4) <u>When the tickets are your supporting documentation REFER TO THEM DIRECTLY.</u>

5) Concrete pavement is a measured item. Not station-station ± equations. Check entries on spreadsheets.

6) When making payment "For Estimate Only", zero out all estimated quantities when the actual quantity is computed and entered. Your actual quantity must refer to a back-up or source document. "For Estimate Only" does not have any supporting documentation with it.

7) Per NCR policy, haul roads are paid for whether they are used or not due to the expenses incurred.

Contract Modification

Wisconsin Department of Transportation

5/7/2018 8:58 AM

FieldManager 5.3a

Contract:

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
2		5/7/2018	$500.00	$9,283,447.92
Route				**Entered By**
Contract Location				

Short Description

Approval of CRI for culvert staging changes.

Description of Changes

Add administrative item 801.0150 Cost Reduction Incentive (description) 01. Culvert Staging – Preparation to the contract.

This contract modification reimburses the contractor for costs associated with preparing the CRI concept to reduce traffic control costs associated with the installation of the cross-culvert pipes located at STA 559+38, 575+04, 582+50, and 604+75. The CRI proposal was officially submitted to the department on 4/27/2018. Development costs incurred by Musson Brothers, Inc. were $500.00, which will be reimbursed with the contract modification in accordance with standard spec 104.10.4.1(2).

The acceptance of the CRI proposal is based on the following conditions:

- The baseline quantity reduction for standard bid items is as follows:
  - o 643.0300 Traffic Control Drums: 1,711 Day
  - o 643.0420 Traffic Control Barricades Type III: 262 Day
  - o 643.0500 Traffic Cntrl Flex Tubular Markers Posts: 259 Each
  - o 643.0600 Traffic Cntrl Flex Tubular Markers Bases: 259 Each
  - o 643.0715 Traffic Control Warning Lights Type C: 1,853 Day
  - o 643.0800 Traffic Control Arrow Boards: 64 Day
  - o 643.0900 Traffic Control Signs: 134 Day
  - o 643.1070 Traffic Control Cones 42-Inch: 9,440 Day
  - o 646.9000 Marking Removal Line 4-Inch: 6,030 LF
  - o 649.0105 Temporary Marking Line Paint 4-Inch: 34,900 LF
- The final CRI savings will be determined based on the above quantity reduction and the actual measured quantities used during installation of the four cross-culverts, which will be paid at contract price. See standard spec 104.10.4.1(2) item 2.
- Traffic control will be placed as shown in the CRI proposal, applicable Standard Detail Drawings, and as directed by the engineer.
- Gravel patches will be maintained by the contractor while open to traffic. Lower lift(s) of HMA pavement will be placed within 24 hours of opening to traffic. Lower lifts of 465.0105 Asphaltic Surface may be placed without a paver provided the contractor assumes maintenance responsibility for the lift and any subsequent lifts above. Surface lift of HMA pavement will be placed before the end of the work week.
- Flagging time restrictions listed in the project special conditions will be adhered to.
- This CRI will not impact any interim or final completion dates.

No additional time is provided by this Contract Modification, except that paragraph 2 of Subsection 108.4.2.4 shall apply.

Contract Modification

Wisconsin Department of Transportation

5/7/2018 8:58 AM
FieldManager 5.3a

New Items

Project:

Category: 0010, ROADWAY ITEMS

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
Cost Reduction Incentive (description) 01.Development Costs for Culvert Staging	801.0150	0623	Change Order	DOL	500.000	1.00000	$500.00

Reason: CR

Subtotal for Category 0010: $500.00

Subtotal for Project 1170-19-70: $500.00

Prepared By Signature Date	Authorized By Signature Date
Recommended By Signature Date	Prime Contractor Signature Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.	
___Approved ___Not Eligible ___See Letter Dated _____	_____ _____ (Signature) (Date)

Wisconsin Department of Transportation
CONTRACT MODIFICATION JUSTIFICATION

CONTRACT ID:	CONTRACT MODIFICATION NO: 2 CMJ NO: 2
PROJECT ID:	FEDERAL ID:
HIGHWAY OR LOCAL ROAD:	COUNTY:
PROJECT DESCRIPTION:	
MANAGING OFFICE:	LOCAL PROGRAM: ☐
PRIOR APPROVAL REQUIRED: ☐ Yes ☒ No (If yes, attach justification) Attach Contract Modification ☐ Other Supporting Documentation Attached ☐	

1. **Description & need for change:**
   This contract modification adds administrative item 801.0150 Cost Reduction Incentive (description) 01. Culvert Staging - Development Costs for Culvert Staging to the contract.

2. **Consequences if this Contract Modification is not approved:**
   The contractor will not be paid for development of the CRI as provided for in standard specification 104.10.4.1(2). The department will not be taking advantage of a cost savings to get the same end result.

3. **Alternatives considered:**
   It was considered to reject the CRI, but this was not chosen because of the reasons listed above.

4. **Estimated cost:**
   This contract modification will add $500 to the contract to reimburse the contactor for costs associated with preparing the CRI.

   A later contract modification will determine the exact CRI savings. At this time, it is estimated that the savings will be between $25,000 and $30,000 total, of which half will be paid to the contractor.

5. **Justification of price:**
   See attached documentation.

6. **Does this change affect the contract time?** ☐ Yes ☒ No
   Explanation for consideration of time:
   Additional Number of days: New completion date: To be determined:

7. **Is this contract subject to Federal Oversight?** ☐ Yes ☐ No
   If attached prior approval, enter date received from FHWA _____ (Date)

Prepared By _____ _____
Project Engineer / Project Manager — Date

Approved _____ _____
Project Manager / Supervisor (If required) — Date

Approved _____ _____
Section Chief (If required.) — Date

Approved _____ _____
FHWA — Date

Contract Modification

Wisconsin Department of Transportation

10/2/2019 8:05 AM

FieldManager 5.3c

Contract:

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
4		10/2/2019	$0.00	$
Route				**Entered By**
Contract Location				

Short Description

Revise contract time.

Description of Changes

This work shall be in accordance with the State of Wisconsin, Department of Transportation, Standard Specifications for Highway and Structure Construction, 2019 Edition, the special provisions, and addendums of this contract.

Original contract completion date is November 1, 2019. Revised contract completion date is November 22, 2019.

Add an interim completion date of November 1, 2019, 01 site time for Project . If the contractor fails to complete all work prior to 12:01 AM November 2, 2019, the department will assess the contractor $1,540.00 interim liquidated damages for each calendar day that this work remains incomplete after 12:01 AM November 2, 2019. An entire calendar day will be charged for any period of time within a calendar day that this work remains incomplete beyond 12:01 AM.

Add an interim completion date of November 1, 2019, 02 site time for Project . If the contractor fails to complete all work prior to 12:01 AM November 2, 2019, the department will assess the contractor $1,540.00 interim liquidated damages for each calendar day that this work remains incomplete after 12:01 AM November 2, 2019. An entire calendar day will be charged for any period of time within a calendar day that this work remains incomplete beyond 12:01 AM.

Add an interim completion date of November 8, 2019, 03 site time for Project . If the contractor fails to complete the Stage 2 deck overlay, approach overlays, and protective surface treatment applied prior to 12:01 AM November 9, 2019, the department will assess the contractor $1,540.00 interim liquidated damages for each calendar day that this work remains incomplete after 12:01 AM November 9, 2019. An entire calendar day will be charged for any period of time within a calendar day that this work remains incomplete beyond 12:01 AM.

Time Extensions

Site	Site Description	Site Type	Original Compl. Date/Days	Additional No. of Days	New Compl. Date/Days
00	Completion Date - November 1, 2019	Completion Date	11/1/2019		11/22/2019
	Reason: MI				

Prepared By	Authorized By
Signature Date	Signature Date
Recommended By	**Prime Contractor**
Signature Date	Signature Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.	
___Approved ___Not Eligible ___See Letter Dated _____	(Signature) (Date)

Wisconsin Department of Transportation
CONTRACT MODIFICATION JUSTIFICATION

CONTRACT ID:	CONTRACT MODIFICATION NO: 4 CMJ NO: 4
PROJECT ID:	FEDERAL ID:
HIGHWAY OR LOCAL ROAD:	COUNTY:
PROJECT DESCRIPTION:	
MANAGING OFFICE: NCR-WR	LOCAL PROGRAM: ☐
PRIOR APPROVAL REQUIRED: ☐ Yes ☒ No (If yes, attach justification) Attach Contract Modification ☒ Other Supporting Documentation Attached ☒	

1. **Description & need for change:**
   A. Time Extension.
   This time extension needs to be incorporated into the project. The plan showed to mill off 1.5 inches of the existing approach concrete, which the subcontractor did. During the dry run of the finishing machine for the overlay pours, it was discovered that we could not achieve a minimum depth of 1.5 inches for the pour due to the existing crown line between the inside and outside lanes. It was decided that we should just perform the bridge overlay while we survey and come up with a plan for what to do at the approaches. The contractor requested a time extension because the approaches were overlaid on Sept 13, while the deck had been overlaid on Sept 4. The contractor's original schedule was based on plan quantities for deck preparation. At the end of Stage 1, they had completed 150% of plan quantity for Type 1 deck preparation and 172% of plan quantity for Type 2 deck preparation; it is anticipated that there will be similar quantity overruns for Type 1 and Type 2 deck preparation in Stage 2. Considering the time needed to survey and plan for what to do with the appoaches and the quanity overruns, the 3 week time extension is reasonable for the contractor to complete the project within the 2019 construction season.

2. **Consequences if this Contract Modification is not approved:**
   1. The contractor would not have agreed to remobilize equipment back in to complete the Stage 1 approaches or they would have asked for additional money to accelerate the remaining work to complete the project by the original completion date.

3. **Alternatives considered:**
   A. Alternatives mentioned above.

4. **Estimated cost:**
   A. No cost, time extension.

5. **Justification of price:**
   A. N/A, contract time extension only.

6. **Does this change affect the contract time?** ☒ **Yes** ☐ **No**
   Explanation for consideration of time: See above
   Additional Number of days: 21 **New completion date: November 22, 2019 (project only)** **To be determined:**

7. **Is this contract subject to Federal Oversight?** ☒ **Yes** ☐ **No**
   If attached prior approval, enter date received from FHWA _____
   (Date)

Prepared By _____ _____
Project Engineer / Project Manager Date

Approved _____ _____
Project Manager / Supervisor (If required) Date

Approved _____ _____
Section Chief (If required.) Date

Approved _____ _____
FHWA Date

Contract Modification

Wisconsin Department of Transportation

4/24/2018 1:38 PM

FieldManager 5.3a

Contract:

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
1		4/24/2018	$3,100.00	$9,283,447.92
Route				Entered By
Contract Location				

Short Description

Add cold weather paving, 4-inch temporary tape, and temporary concrete pavement.

Description of Changes

Modify the quantity of the following standard bid item:
465.0105 Asphaltic Surface

Add the following standard bid items to the contract:
450.4000 HMA Cold Weather Paving
649.0150 Temporary Marking Line Removable Tape 4-Inch

Add the following item and special provision to the contract:

SPV.0180 SPECIAL 02. TEMPORARY CONCRETE PAVEMENT

A Description
Provide temporary concrete pavement in lieu of asphaltic surface to patch median removals in areas approved by engineer when hot mix asphalt is not available.

B Materials
Provide grade C concrete per spec section 501, except that calcium chloride may be used at the contractor's discretion. Contractor assumes all risk if calcium chloride is used. Testing of fresh or cured concrete is not required.

C Construction
Place concrete 6" thick within the removed median areas as directed by the engineer. Finish surface to flatness per spec section 465. Opening to traffic is at the discretion of the contractor. Maintain surface throughout construction.

D Measurement
The department will measure Temporary Concrete Pavement by the square yard, acceptably completed.

E Payment
Payment for Temporary Concrete Pavement is full compensation for submitting concrete mix design, providing and installing concrete, and maintaining concrete during construction. Removal of the Temporary Concrete Pavement will be paid under the Excavation Common bid item.

No additional time is provided by this Contract Modification, except that paragraph 2 of Subsection 108.4.2.4 shall apply.

Increases / Decreases

Project:

Category: 0010, ROADWAY ITEMS

Item Description	Item Code	Prop.Ln.	Item Type	Unit	Quantity Chg.	Unit Price	Project Penc Dollar Value
Asphaltic Surface	465.0105	0060	Original	TON	-9.735	94.00000	$-915.09
Reason: PC							

Subtotal for Category 0010: **$-915.09**

Subtotal for Project **$-915.09**

New Items

Project:

Category: 0010, ROADWAY ITEMS

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
HMA Cold Weather Paving	450.4000	0613	Change Order	TON	1,000.000	2.20000	$2,200.00
Reason: PI							
Temp Marking Line Removable Tape 4-In	649.0150	0608	Change Order	LF	1,000.000	0.90000	$900.00
Reason: PC							
Special 02. Temporary Concrete Pavement	SPV.0180	0618	Change Order	SY	29.500	31.02000	$915.09
Reason: PC							

Subtotal for Category 0010: **$4,015.09**

Subtotal for Project **$4,015.09**

Contract Modification

Wisconsin Department of Transportation

4/24/2018 1:38 PM
FieldManager 5.3a

Prepared By	Authorized By
Signature / Date	Signature / Date
Recommended By	Prime Contractor
Signature / Date	Signature / Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.	
___Approved ___Not Eligible ___See Letter Dated _____	(Signature) / (Date)

Wisconsin Department of Transportation

CONTRACT MODIFICATION JUSTIFICATION

CONTRACT ID:	**CONTRACT MODIFICATION NO:** 1 **CMJ NO:** 1C
PROJECT ID:	**FEDERAL ID:**
HIGHWAY OR LOCAL ROAD:	**COUNTY:**
PROJECT DESCRIPTION:	
MANAGING OFFICE:	**LOCAL PROGRAM:** ☐
PRIOR APPROVAL REQUIRED: ☐ Yes ☒ No (If yes, attach justification) Attach Contract Modification ☐ Other Supporting Documentation Attached ☐	

1. **Description & need for change:**
   This contract modificaion will add SPV.0180.02 Temporary Concrete Pavement to pay the contractor for placing concrete in lieu of asphaltic surface at the median patches near 3rd Avenue. The work could not be completed until the existing signals could be removed. Due to the winter storm that struck the state, no hot mix plants were open for the contractor to procure HMA from. The contractor proposed using concrete at a price equal to the equivilant amount of HMA to allow work to progress. Project staff verbally agreed to this approach prior to the work being performed. Delaying the work until formal approval of the contract modification would have adversely impacted project schedule.

2. **Consequences if this Contract Modification is not approved:**
   The contractor will not be paid for in place work. A verbal agreement was reached with the contractor prior to placement.

3. **Alternatives considered:**
   It was considered to wait for asphalt plants to open to place asphaltic surface as specified in contract documents. This alternative was not chosen because allowing the contractor to use concrete allows the contractor to keep on schedule without additional cost to the department.

4. **Estimated cost:**
   SPV.0180.02 Temorary Concrete Pavement 29.5 SY * $31.02/SY = $915.09
   465.0105 Asphaltic Surface -9.735 TON * $94.00/TON = -$915.09
   Net change = $0.00

5. **Justification of price:**
   The price was calculated using the contract bid price for item 465.0105 Asphaltic Surface. A density of 110 lb/sy/in was agreed to with the contractor. $94.00 * (110*6/2000) = $31.02/SY.

6. **Does this change affect the contract time?** ☐ Yes ☒ No
   Explanation for consideration of time:
   Additional Number of days: **New completion date:** **To be determined:**

7. **Is this contract subject to Federal Oversight?** ☐ Yes ☐ No
   If attached prior approval, enter date received from FHWA _____ (Date)

Prepared By _____ _____
Project Engineer / Project Manager **Date**

Approved _____ _____
Project Manager / Supervisor (If required) **Date**

Approved _____ _____
Section Chief (If required.) Date

Approved _____ _____
FHWA Date

Wisconsin Department of Transportation

CONTRACT MODIFICATION JUSTIFICATION

CONTRACT ID:	**CONTRACT MODIFICATION NO:** 1 **CMJ NO:** 1A
PROJECT ID:	**FEDERAL ID:**
HIGHWAY OR LOCAL ROAD:	**COUNTY:**
PROJECT DESCRIPTION:	
MANAGING OFFICE:	**LOCAL PROGRAM:** ☐
PRIOR APPROVAL REQUIRED: ☐ Yes ☒ No (If yes, attach justification) Attach Contract Modification ☐ Other Supporting Documentation Attached ☒	

1. **Description & need for change:**
   This contract modification will add 4-Inch temporary tape to the contract. This change will allow project staff more flexibility to make quick changes to traffic control. The tape will only be used in small quantities under special circumstances when changes to existing traffic control are needed.

2. **Consequences if this Contract Modification is not approved:**
   Project staff will not gain the flexibility the item would provide. Small traffic control changes may go unmade until it is possible to mobilize the traffic control contractor.

3. **Alternatives considered:**
   Using strictly temporary paint as per the original contract was considered. This alternative was not chosen because it does not provide the flexibility that project staff need to make quick, small modifications to traffic control.

4. **Estimated cost:**
   1000 LF @ $0.90/LF = $900.00. Any tape used will likely replace temporary paint that has a unit price of $0.30/LF, so the net increase is $0.60/LF.

5. **Justification of price:**
   See attached Bidx search results. The price quoted by the contractor falls at the center of the actual bid prices. The bid number is new for the 2018 spec so the search was done using the previous bid item number.

6. **Does this change affect the contract time?** ☐ Yes ☐ No
   Explanation for consideration of time:
   Additional Number of days: **New completion date:** **To be determined:**

7. **Is this contract subject to Federal Oversight?** ☐ Yes ☐ No
   If attached prior approval, enter date received from FHWA _____
   (Date)

Prepared By _____ _____
Project Engineer / Project Manager — Date

Approved _____ _____
Project Manager / Supervisor (If required) — Date

Approved _____ _____
Section Chief (If required.) — Date

BidExpress Secure Internet Bidding

Welcome _ ! Logout

MyBidx Messages Help

Wisconsin Department of Transportation

Bid Tab Analysis Search

Bid Tab Analysis Search

Item: 649.0400

☑ Smart Item Search

Description: Any

Proposal Items: Any

County: oneida, vilas

Unit: Any

Low Bidders: Any

Date Range:
From: 01/16/2016 To: 04/16/2018

Quantity Range:
From: Any To: Any

Price Range:
From: Any To: Any

Search Clear

Export (csv) | Export (tab)

Item ▲	Description	Average	High	Low	Unit	Bid Count
649.0400	Temporary Pavement Marking Removable Tape 4-Inch	$0.88	$1.00	$0.80	LF	12 Bids

Letting Date	Proposal	County	Proposal Average	Proposal High	Proposal Low	Quantity	Proposal Bid Count
06/13/2017	034 - 20170613034	Vilas	$0.90	$1.00	$0.80	3,741.00000 LF	2 Bids
05/09/2017	031 - 20170509031	Vilas	$0.96	$1.00	$0.80	5,990.00000 LF	5 Bids
03/08/2016	025 - 20160308025	Oneida	$0.80	$0.80	$0.80	5,400.00000 LF	5 Bids
					Total Quantity:	**15,131.00000 LF**	

Wisconsin Department of Transportation

CONTRACT MODIFICATION JUSTIFICATION

CONTRACT ID:	CONTRACT MODIFICATION NO: 1 CMJ NO: 1B
PROJECT ID:	FEDERAL ID:
HIGHWAY OR LOCAL ROAD:	COUNTY:
PROJECT DESCRIPTION:	
MANAGING OFFICE:	LOCAL PROGRAM: ☐
PRIOR APPROVAL REQUIRED: ☐ Yes ☒ No (If yes, attach justification) Attach Contract Modification ☐ Other Supporting Documentation Attached ☒	

1. **Description & need for change:**
   This contract modification will add cold weather paving to the contract. This will allow the department to require paving per the contractor submitted cold weather paving plan as required by the standard specifications.

2. **Consequences if this Contract Modification is not approved:**
   The HMA pavement cannot be placed at lower ambient temperatures, possibly jeopardizing project schedule.

3. **Alternatives considered:**
   It was considered not to add the bid item to the contract. This alternative was not chosen because of the possible impacts to project schedule.

4. **Estimated cost:**
   1000 TON @ $2.20/TON = $2,200.00

   Plan quantitiy calculated per FDM 19-5 Section 3.1, which suggests 25% of the HMA pavement expected to be placed after September 15. According to the contractor's schedule, it is anticipated that 4,000 ton of HMA will be placed after September 15, so plan quantity was calculated to be 1,000 ton.

5. **Justification of price:**
   See attached Bidx search results. The quoted price is lower than most of the bids received on the compared projects.

6. **Does this change affect the contract time?** ☐ Yes ☐ No
   Explanation for consideration of time:
   Additional Number of days: **New completion date:** **To be determined:**

7. **Is this contract subject to Federal Oversight?** ☐ Yes ☐ No
   If attached prior approval, enter date received from FHWA _____
   (Date)

Prepared By _____ _____
Project Engineer / Project Manager **Date**

Approved _____ _____
Project Manager / Supervisor (If required) **Date**

Approved _____ _____
Section Chief (If required.) **Date**

BidExpress Secure Internet Bidding

Welcome ! Logout

MyBidx Messages Help

Wisconsin Department of Transportation

Bid Tab Analysis Search

Bid Tab Analysis Search

Item: Any

☑ Smart Item Search

Description: cold weather

Proposal Items: Any

County: oneida, vilas, price, marathon

Unit: Any

Low Bidders: Any

Date Range: From: 01/16/2016 To: 04/16/2018

Quantity Range: From: Any To: Any

Price Range: From: Any To: Any

Search Clear

Export (csv) | Export (tab)

Item ▲	Description	Average	High	Low	Unit	Bid Count
450.4000	HMA Cold Weather Paving	$6.60	$8.00	$1.00	TON	5 Bids

Letting Date	Proposal	County	Proposal Average	Proposal High	Proposal Low	Quantity	Proposal Bid Count
12/13/2016	031 - 20161213031	Price	$1.00	$1.00	$1.00	3,030.00000 TON	1 Bid
11/08/2016	027 - 20161108027	Price	$8.00	$8.00	$8.00	2,130.00000 TON	4 Bids
					Total Quantity:	**5,160.00000 TON**	

Item ▲	Description	Average	High	Low	Unit	Bid Count
460.4000	HMA Cold Weather Paving	$8.80	$12.00	$4.00	TON	5 Bids

Letting Date	Proposal	County	Proposal Average	Proposal High	Proposal Low	Quantity	Proposal Bid Count
05/10/2016	032 - 20160510032	Oneida	$4.00	$4.00	$4.00	217.00000 TON	2 Bids
	036 - 20160510036	Marathon	$12.00	$12.00	$12.00	2,134.00000 TON	3 Bids
						2,351.00000 TON	

Item ▲	Description	Average	High	Low	Unit	Bid Count
			Total Quantity:			

Contract Modification

Wisconsin Department of Transportation

7/19/2017 6:59 AM
FieldManager 5.3a

Contract:

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
17	1	7/19/2017	$-1,094.66	$10,080,008.66
Route				**Entered By**
Contract Location				

Short Description
Discincentive IRI Ride

Description of Changes
Add the following standard administrative bid item to this contract:

804.4410 DISINCENTIVE IRI RIDE, 0010

No additional time is provided by this contract modification.

New Items
Project:

Category: 0010, Roadway Items

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
Disincentive IRI Ride	804.4410	1770	Change Order	DOL	-1,094.660	1.00000	$-1,094.66

Reason: SS

Subtotal for Category 0010: **$-1,094.66**

Subtotal for Project 1177-11-70: **$-1,094.66**

Prepared By Signature Date	Authorized By Signature Date
Recommended By Signature Date	Prime Contractor Signature Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.	
___Approved ___Not Eligible ___See Letter Dated _____	(Signature) (Date)

Wisconsin Department of Transportation

CONTRACT MODIFICATION JUSTIFICATION

CONTRACT ID:	CONTRACT MODIFICATION NO: 17 CMJ NO: 1
PROJECT ID:	FEDERAL ID:
HIGHWAY OR LOCAL ROAD:	COUNTY:
PROJECT DESCRIPTION:	
MANAGING OFFICE:	LOCAL PROGRAM: ☐
PRIOR APPROVAL REQUIRED: ☐ Yes ☒ No (If yes, attach justification) Attach Contract Modification ☐ Other Supporting Documentation Attached ☐	

1. **Description & need for change:**
804.4410 Disincentive IRI Ride is added to project Category 0010. A credit to the Department shall be made in accordance to Section 440.3.5.2 for roughness disincentive and 440.5.2 for ride disincentive for the results of the pavement ride completed in according to Section 440 of the Standard Specifications. The disincentive was calculated as reported by the contractor in MRS and reviewed, adjusted, and verified. The engineer physically road the pavement to confirm and conclude that no grinding will be completed.

2. **Consequences if this Contract Modification is not approved:**
If this contract modification is not approved, the contractor would not be penalized for providing disincentive ride on the newly constructed pavements.

3. **Alternatives considered:**
Do nothing, consequence listed above; or they could grind and re-run the IRI ride. This would cause additional scarring and decreased life of the pavement.

4. **Estimated cost:**
804.4410 Disincentive IRI Ride: -$1,094.66.

5. **Justification of price:**
804.4410 Disincentive IRI Ride credit was in accordance to 440.3.5.2, and 440.5.2 as entered in MRS by American Asphalt of Wisconsin, for IRI exceeding 200 in/mile for roughness and in accordance to Ride 2.01 equations for ride. All lanes: Northbound, Northbound Passing, Southbound, Southbound Passing segments were accumulated for total disincentive dollars, $-1,094.66.

6. **Does this change affect the contract time?** ☐ Yes ☒ No
Explanation for consideration of time:
Additional Number of days: **New completion date:** **To be determined:**

7. **Is this contract subject to Federal Oversight?** ☐ Yes ☒ No
If attached prior approval, enter date received from FHWA _____ (Date)

Prepared By _____ _____
Project Leader / Project Manager — Date

Approved _____ _____
Project Manager / Supervisor (If required) — Date

Approved _____ _____
Section Chief (If required.) Date

Approved _____ _____
FHWA Date

Ride Data Project Summary Report

Project:

Printed On 07/19/2017 at 6:40 AM

Description	Run Date & Time	Type	Pay Spec	Station Start	Station End	Incentive	Disincentive
Tester Name:							
NB LANE 842+10	07/07/2017 11:00	HMA	QMP 1.04	842+10	1135+67	21,495.00 ✓	-568.33 ✓
SB LANE 1135+67	07/07/2017 11:15	HMA	QMP 1.04	1135+67	842+32	22,383.85 ✓	-526.33 ✓
NB PASS. LN. 857+00	07/07/2017 12:00	HMA	QMP 1.04	857+00	970+00	6,845.00 ✓	0.00 ✓
SB PASS. LN. 1090+50	07/07/2017 12:45	HMA	QMP 1.04	1090+50	981+00	8,360.00 ✓	0.00 ✓
					TOTAL=	59,083.85 ✓	- 1,094.66 ✓

Authorized By: _____

Printed Name: _____

NB LANE

Ride Data Summary Report

Printed On 07/19/2017 at 6:16 AM

Project:

Total Pay Adjusment for this Run

Total Incentive:	$ 21,495.00
Total Disincentive:	$ -568.33

Ride Data

Incentive for Left Wheel Path:	$ 10,595.00	Incentive for Right Wheel Path:	$ 10,900.00	Ride Incentive:	$ 21,495.00
Disincentive for Left Wheel Path:	$ -68.33	Disincentive for Right Wheel Path:	$ 0.00	Ride Disincentive:	$ -68.33

Localized Roughness Data

Disincentive for Left Wheel Path:	$ -250.00	Disincentive for Right Wheel Path:	$ -250.00	Roughness Disincentive:	$ -500.00

Equipment Data

Equipment Operator/Tester

Operator :

HTCP Certification Number :

Equipment

Manufacturer :

Serial Number :

Model :

Certification No. :

Collection Software Version :

Analysis Software Version :

Equipment Settings

Bump Height : 200.00

Bump Length : 25.00

Bump Identification Method

> 200 inches per mile IRI based on a 25 foot moving average IRI using the ProVAL Smoothness Assuranc

Other Settings :

High Pass Filter- NONE , Low Pass Filter- NONE

Reviewed By:

Printed Name:

SB LANE

Ride Data Summary Report

Printed On 07/19/2017 at 6:18 AM

Project:

Total Pay Adjusment for this Run

Total Incentive:	$ 22,383.85
Total Disincentive:	$ -526.33

Ride Data

Incentive for Left Wheel Path:	$ 11,585.00	Incentive for Right Wheel Path:	$ 10,798.85	Ride Incentive:	$ 22,383.85
Disincentive for Left Wheel Path:	$ -213.33	Disincentive for Right Wheel Path:	$ 0.00	Ride Disincentive:	$ -213.33

Localized Roughness Data

Disincentive for Left Wheel Path:	$ -250.00	Disincentive for Right Wheel Path:	$ -63.00	Roughness Disincentive:	$ -313.00

Equipment Data

Equipment Operator/Tester

Operator :

HTCP Certification Number :

Equipment

Manufacturer :

Serial Number :

Model :

Certification No. :

Collection Software Version :

Analysis Software Version :

Equipment Settings

Bump Height : 200.00

Bump Length : 25.00

Bump Identification Method

> 200 inches per mile IRI based on a 25 foot moving average IRI using the ProVAL Smoothness Assuranc

Other Settings :

High Pass Filter- NONE , Low Pass Filter- NONE

Reviewed By:

Printed Name:

NB PASSING LANE

Ride Data Summary Report

Printed On 07/19/2017 at 6:18 AM

Project:

Total Pay Adjusment for this Run

Total Incentive:	$ 6,845.00
Total Disincentive:	$ 0.00

Ride Data

Incentive for Left Wheel Path:	$ 1,995.00	Incentive for Right Wheel Path:	$ 4,850.00	Ride Incentive:	$ 6,845.00
Disincentive for Left Wheel Path:	$ 0.00	Disincentive for Right Wheel Path:	$ 0.00	Ride Disincentive:	$ 0.00

Localized Roughness Data

Disincentive for Left Wheel Path:	$ 0.00	Disincentive for Right Wheel Path:	$ 0.00	Roughness Disincentive:	$ 0.00

Equipment Data

Equipment Operator/Tester — Operator : — HTCP Certification Number :

Equipment — Manufacturer : — Serial Number :
Model : — Certification No. :
Collection Software Version : — Analysis Software Version :

Equipment Settings — Bump Height : 200.00 — Bump Length : 25.00

Bump Identification Method: > 200 inches per mile IRI based on a 25 foot moving average IRI using the ProVAL Smoothness Assuranc

Other Settings : High Pass Filter- NONE , Low Pass Filter- NONE

Reviewed By:

Printed Name:

SB PASSING LANE

Ride Data Summary Report

Printed On 07/19/2017 at 6:19 AM

Project:

Total Pay Adjusment for this Run

Total Incentive:	$ 8,360.00
Total Disincentive:	$ 0.00

Ride Data

Incentive for Left Wheel Path:	$ 4,075.00	Incentive for Right Wheel Path:	$ 4,285.00	Ride Incentive:	$ 8,360.00
Disincentive for Left Wheel Path:	$ 0.00	Disincentive for Right Wheel Path:	$ 0.00	Ride Disincentive:	$ 0.00

Localized Roughness Data

Disincentive for Left Wheel Path:	$ 0.00	Disincentive for Right Wheel Path:	$ 0.00	Roughness Disincentive:	$ 0.00

Equipment Data

Equipment Operator/Tester — Operator : — HTCP Certification Number :

Equipment

Manufacturer :	Serial Number :
Model :	Certification No. :
Collection Software Version :	Analysis Software Version :

Equipment Settings — Bump Height : 200.00 — Bump Length : 25.00

Bump Identification Method: > 200 inches per mile IRI based on a 25 foot moving average IRI using the ProVAL Smoothness Assuranc

Other Settings : High Pass Filter- NONE , Low Pass Filter- NONE

Reviewed By:

Printed Name:

Contract Modification

Wisconsin Department of Transportation

3/27/2018 7:23 AM
FieldManager 5.3a

Contract:

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
10		3/27/2018	$41,112.50	$1,080,985.94
Route				Entered By
Contract				

Short Description

RR Flagging

Description of Changes

Add item 801.0117, Railroad Flagging Reimbursement, to the contract.

No additional time is provided by this Contract Modification, except that paragraph 2 of Subsection 108.4.2.4 shall apply.

New Items

Project:

Category: 0010, Pedestrian Underpass

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
Railroad Flagging Reimbursment	801.0117	1050	Change Order	DOL	41,112.500	1.00000	$41,112.50

Reason: PC

Subtotal for Category 0010: $41,112.50

Subtotal for Project 6350-07-80: $41,112.50

Prepared By	Authorized By
Signature Date	Signature Date
Recommended By	Prime Contractor
Signature Date	Signature Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.	
___Approved ___Not Eligible ___See Letter Dated _____	(Signature) (Date)

Wisconsin Department of Transportation

CONTRACT MODIFICATION JUSTIFICATION

CONTRACT ID:	CONTRACT MODIFICATION NO: 10 CMJ NO: 1
PROJECT ID:	FEDERAL ID:
HIGHWAY OR LOCAL ROAD:	COUNTY:
PROJECT DESCRIPTION:	
MANAGING OFFICE:	LOCAL PROGRAM: ☐
PRIOR APPROVAL REQUIRED: ☐ Yes ☒ No (If yes, attach justification) Attach Contract Modification ☐ Other Supporting Documentation Attached ☐	

1. **Description & need for change:**
   A) Add administrative item 801.0117, Railroad Flagging Reimbursment, to the contract. This is needed to repay the contractor for the flagging services required per the contract documents. Flagging costs are to be shared at a 50:50 split.

2. **Consequences if this Contract Modification is not approved:**
   A) Contractor would not be reimbursed as the contract documents indicate they should be.

3. **Alternatives considered:**
   A) None, contract documents require reimbursment.

4. **Estimated cost:**
   A) $41,112.50

5. **Justification of price:**
   A) Cost was the 50:50 split from hours documented by staff personnel which were reviewed against the hours submitted for payment from the contractor.

6. **Does this change affect the contract time?** ☐ Yes ☒ No
   Explanation for consideration of time:
   Additional Number of days: New completion date: To be determined:

7. **Is this contract subject to Federal Oversight?** ☐ Yes ☒ No
   If attached prior approval, enter date received from FHWA _____ (Date)

Prepared By _____ _____
Project Leader / Project Manager — Date

Approved _____ _____
Project Manager / Supervisor (If required) — Date

Approved _____ _____
Section Chief (If required.) — Date

Approved _____ _____
FHWA — Date

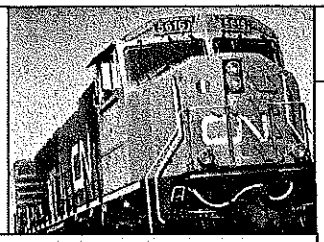
RR Flagging Reimbursement Review

Date	Normal Hrs	Overtime Hrs.	Regular Cost	OT Cost	Daily total	Hrs confirmed by DOT
8/29/2016	8	4	1000	600	1600	Yes
9/6/2016	8	4	1000	600	1600	Yes
9/7/2016	8	2	1000	300	1300	Yes
9/13/2016	8	4	1000	600	1600	Yes
9/29/2016	8	5	1000	750	1750	Yes
9/30/2016	8	0	1000	0	1000	Yes
10/5/2016	8	5	1000	750	1750	Yes
10/6/2016	8	4.5	1000	675	1675	Yes
10/7/2016	8	4.5	1000	675	1675	Yes
10/10/2016	8	4.5	1000	675	1675	Yes
10/11/2016	8	4.5	1000	675	1675	Yes
10/12/2016	8	0.5	1000	75	1075	Yes
10/13/2016	8	4	1000	600	1600	Yes
10/17/2016	8	4	1000	600	1600	Yes
10/18/2016	8	4	1000	600	1600	Yes
10/19/2016	8	3.5	1000	525	1525	Yes
10/20/2016	8	1.5	1000	225	1225	Yes
10/24/2016	8	4.5	1000	675	1675	No, Work exclusively on 77-ID working in the North Road Intersection.
10/25/2016	8	4.5	1000	675	1675	No, Work exclusively on 77-ID working in the North Road Intersection.
10/26/2016	8	4	1000	600	1600	Yes, Records indicate no work was being done, unexpected inclement weather cancelled the days work
10/27/2016	8	3	1000	450	1450	Zenith Tech Parapet Repair. Paid for on Con Mod #12
10/28/2016	8	3	1000	450	1450	Zenith Tech Parapet Repair. Paid for on Con Mod #12
10/31/2016	8	3	1000	450	1450	Yes
11/1/2016	8	3	1000	450	1450	Zenith Tech Parapet Repair. Paid for on Con Mod #12
11/2/2016	8	3	1000	450	1450	Yes
11/3/2016	8	3	1000	450	1450	Yes
11/7/2016	8	4.5	1000	675	1675	Yes
11/8/2016	8	4.5	1000	675	1675	Yes
11/9/2016	8	7	1000	1050	2050	Yes
11/10/2016	8	4.5	1000	675	1675	Yes
11/11/2016	8	7	1000	1050	2050	Yes
11/11/2016	8	2	1000	300	1300	Used for Paving North Rd and other incidentals to 77-ID
11/14/2016	8	4.5	1000	675	1675	Yes
11/15/2016	8	4.5	1000	675	1675	Yes
11/16/2016	8	4.5	1000	675	1675	Yes
11/17/2016	8	2.5	1000	375	1375	Yes
11/18/2016	8	2.5	1000	375	1375	Yes
11/28/2016	8	2.5	1000	375	1375	Yes
11/29/2016	8	3.5	1000	525	1525	Yes
11/30/2016	8	3.5	1000	525	1525	Yes
12/1/2016	8	1.5	1000	225	1225	Yes
12/2/2016	8	1.5	1000	225	1225	Yes
12/5/2016	8	3	1000	450	1450	Yes
12/6/2016	8	3.5	1000	525	1525	Yes
12/7/2016	8	3.5	1000	525	1525	Yes
12/8/2016	8	0.5	1000	75	1075	Yes
4/18/2017	8	3.5	1000	525	1525	Yes
4/24/2017	8	3.5	1000	525	1525	Flagger used for Pipe Liners, Costs incidental to the 77-ID
4/25/2017	8	0.5	1000	75	1075	Yes
4/26/2017	8	2.5	1000	375	1375	Yes
4/27/2017	8	3.5	1000	525	1525	Yes
4/28/2017	8	3.5	1000	525	1525	Yes
5/1/2017	8	3.5	1000	525	1525	Yes
5/8/2017	8	3.5	1000	525	1525	Yes
5/9/2017	8	3.5	1000	525	1525	Yes
5/10/2017	8	3.5	1000	525	1525	Yes
5/18/2017	8	3.5	1000	525	1525	Yes, Records indicate no work was being done, inclement weather
5/25/2017	8	2	1000	300	1300	Yes
5/26/2017	8	3.5	1000	525	1525	Yes
5/30/2017	8	3.5	1000	525	1525	Yes
6/7/2017	8	0	1000	0	1000	Yes, Work was done on the 77-ID in front of AEW at STA 295+50 RT… This work was not originally planned recommend to pay full reimbursement
Totals	488	205	$ 61,000.00	$ 30,750.00	$ 90,750.00	
					$ (10,525.00)	Subtractions Due to Previous Reimbursement or Incidental Work to 77-ID
					$ 80,225.00	Amount to Be Split Between DOT/Contractor
					$ 40,112.50	50:50 Split
					$ 1,000.00	Work from 6/7/17 (Total not included in "Total Row", due to Full Re-imbursement)
					$ 41,112.50	Total Con Mod Value

		INFORMATION FROM CN INVOICES								WIDOT AMOUNTS			
CN Invoice	Date	REG HRS	OT HRS	Total Hours	REG RATE	OT RATE	REG $	OT $	TOTAL	WDOT REG	WDOT OT	TOTAL WDOT	Contractor Total
91252553	8/29/2016	8.00	4.00	12.00	$ 125.000	$ 150.000	1,000.00	600.00	$ 1,600.00	$ 500.00	$ 300.00	$ 800.00	$ 800.00
91257392	9/6/2016	8.00	4.00	12.00	$ 125.000	$ 150.000	1,000.00	600.00	$ 1,600.00	$ 500.00	$ 300.00	$ 800.00	$ 800.00
	9/7/2016	8.00	2.00	10.00	$ 125.000	$ 150.000	1,000.00	300.00	$ 1,300.00	$ 500.00	$ 150.00	$ 650.00	$ 650.00
	9/13/2016	8.00	4.00	12.00	$ 125.000	$ 150.000	1,000.00	600.00	$ 1,600.00	$ 500.00	$ 300.00	$ 800.00	$ 800.00
	9/29/2016	8.00	5.00	13.00	$ 125.000	$ 150.000	1,000.00	750.00	$ 1,750.00	$ 500.00	$ 375.00	$ 875.00	$ 875.00
	9/30/2016	8.00	0.00	8.00	$ 125.000	$ 150.000	1,000.00	-	$ 1,000.00	$ 500.00	$ -	$ 500.00	$ 500.00
91264526	10/5/2016	8.00	5.00	13.00	$ 125.000	$ 150.000	1,000.00	750.00	$ 1,750.00	$ 500.00	$ 375.00	$ 875.00	$ 875.00
	10/6/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	10/7/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	10/10/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	10/11/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	10/12/2016	8.00	0.50	8.50	$ 125.000	$ 150.000	1,000.00	75.00	$ 1,075.00	$ 500.00	$ 37.50	$ 537.50	$ 537.50
	10/13/2016	8.00	4.00	12.00	$ 125.000	$ 150.000	1,000.00	600.00	$ 1,600.00	$ 500.00	$ 300.00	$ 800.00	$ 800.00
	10/17/2016	8.00	4.00	12.00	$ 125.000	$ 150.000	1,000.00	600.00	$ 1,600.00	$ 500.00	$ 300.00	$ 800.00	$ 800.00
	10/18/2016	8.00	4.00	12.00	$ 125.000	$ 150.000	1,000.00	600.00	$ 1,600.00	$ 500.00	$ 300.00	$ 800.00	$ 800.00
	10/19/2016	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	10/20/2016	8.00	1.50	9.50	$ 125.000	$ 150.000	1,000.00	225.00	$ 1,225.00	$ 500.00	$ 112.50	$ 612.50	$ 612.50
	10/24/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	10/25/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	10/26/2016	8.00	4.00	12.00	$ 125.000	$ 150.000	1,000.00	600.00	$ 1,600.00	$ 500.00	$ 300.00	$ 800.00	$ 800.00
	10/31/2016	8.00	3.00	11.00	$ 125.000	$ 150.000	1,000.00	450.00	$ 1,450.00	$ 500.00	$ 225.00	$ 725.00	$ 725.00
91269566	11/2/2016	8.00	3.00	11.00	$ 125.000	$ 150.000	1,000.00	450.00	$ 1,450.00	$ 500.00	$ 225.00	$ 725.00	$ 725.00
	11/3/2016	8.00	3.00	11.00	$ 125.000	$ 150.000	1,000.00	450.00	$ 1,450.00	$ 500.00	$ 225.00	$ 725.00	$ 725.00
	11/7/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	11/8/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	11/9/2016	8.00	7.00	15.00	$ 125.000	$ 150.000	1,000.00	1,050.00	$ 2,050.00	$ 500.00	$ 525.00	$ 1,025.00	$ 1,025.00
	11/10/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	11/11/2016	8.00	7.00	15.00	$ 125.000	$ 150.000	1,000.00	1,050.00	$ 2,050.00	$ 500.00	$ 525.00	$ 1,025.00	$ 1,025.00
	11/11/2016	8.00	2.00	10.00	$ 125.000	$ 150.000	1,000.00	300.00	$ 1,300.00	$ 500.00	$ 150.00	$ 650.00	$ 650.00
	11/14/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	11/15/2016	8.00	4.50	12.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
91275562	11/16/2016	8.00	4.50	9.50	$ 125.000	$ 150.000	1,000.00	675.00	$ 1,675.00	$ 500.00	$ 337.50	$ 837.50	$ 837.50
	11/17/2016	8.00	2.50	9.50	$ 125.000	$ 150.000	1,000.00	375.00	$ 1,375.00	$ 500.00	$ 187.50	$ 687.50	$ 687.50
	11/18/2016	8.00	2.50	11.00	$ 125.000	$ 150.000	1,000.00	375.00	$ 1,375.00	$ 500.00	$ 187.50	$ 687.50	$ 687.50
	11/28/2016	8.00	2.50	11.50	$ 125.000	$ 150.000	1,000.00	375.00	$ 1,375.00	$ 500.00	$ 187.50	$ 687.50	$ 687.50
	11/29/2016	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	11/30/2016	8.00	3.50	8.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	12/1/2016	8.00	1.50	9.50	$ 125.000	$ 150.000	1,000.00	225.00	$ 1,225.00	$ 500.00	$ 112.50	$ 612.50	$ 612.50
	12/2/2016	8.00	1.50	9.50	$ 125.000	$ 150.000	1,000.00	225.00	$ 1,225.00	$ 500.00	$ 112.50	$ 612.50	$ 612.50
	12/5/2016	8.00	3.00	11.00	$ 125.000	$ 150.000	1,000.00	450.00	$ 1,450.00	$ 500.00	$ 225.00	$ 725.00	$ 725.00
	12/6/2016	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	12/7/2016	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50

	12/8/2016	8.00	0.50	8.50	$ 125.000	$ 150.000	1,000.00	75.00	$ 1,075.00	$ 500.00	$ 37.50	$ 537.50	$ 537.50
91303465	4/18/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	4/24/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	4/25/2017	8.00	0.50	8.50	$ 125.000	$ 150.000	1,000.00	75.00	$ 1,075.00	$ 500.00	$ 37.50	$ 537.50	$ 537.50
	4/26/2017	8.00	2.50	10.50	$ 125.000	$ 150.000	1,000.00	375.00	$ 1,375.00	$ 500.00	$ 187.50	$ 687.50	$ 687.50
	4/27/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	4/28/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
91308248	5/1/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	5/8/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	5/9/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	5/10/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
91313215	5/18/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	5/25/2017	8.00	2.00	10.00	$ 125.000	$ 150.000	1,000.00	300.00	$ 1,300.00	$ 500.00	$ 150.00	$ 650.00	$ 650.00
	5/26/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
	5/30/2017	8.00	3.50	11.50	$ 125.000	$ 150.000	1,000.00	525.00	$ 1,525.00	$ 500.00	$ 262.50	$ 762.50	$ 762.50
91313215	6/7/2017	8.00	0.00	8.00	$ 125.000	$ 150.000	1,000.00	-	$ 1,000.00	$ 500.00	$ -	$ 500.00	$ 500.00
									$ 87,400.00			$ 43,700.00	

WISCONSIN CENTRAL
NON-FREIGHT MANAGEMENT
PO BOX 95361
CHICAGO IL 60694-5361
USA



INVOICE

Invoice Number
Page
Invoice
Charges incurred up to
Customer Number
CN Reference Number
Billing Type

9/11/16

Flagging Outsourced

SUMMARY OF CHARGES		*Amount (USD)*
OTHER COSTS (outsourced services, other purchases, leases and rents, etc.)		
Outsourced Services	1,600.00	
Total Other Costs		1,600.00

Total	$	1,600.00
Your portion 100.00%	$	1,600.00
Less Advance payment	$	1,600.00 OK
Amount Due	**$**	**0.00**

Payable in USD Funds

WISCONSIN CENTRAL
NON-FREIGHT MANAGEMENT
PO BOX 95361
CHICAGO IL 60694-5361
USA

Invoice Number
Customer Number
Invoice Amount (USD)
Payment Amount

Please make your checks payable to
WISCONSIN CENTRAL
and return this detachable stub with your payment

Net 30 days, payment due **201**
Interest will be assessed on overdue amounts

ACRONYM DEFINITIONS

ASP – Additional Special Provisions
BFI – Base Fuel Index
BMP – Best Management Practices
BPD – Bureau of Project Development
BTS – Bureau of Technical Services
CAS – Construction Administration System
CCO – Contract Change Order/Contract Modification
CFI – Current Fuel Index
CMJ – Contract Modification Justification
CMM – Construction and Materials Manual
CS – Contract Specialist
DNR – Department of Natural Resources
ECIP – Erosion Control Implementation Plan
FHWA – Federal Highway Administration
FIT – Field Information System
FIIPS – Financial Integrated Improvement Programming System
HCCI - Highway Construction Contract Information
IDR – Inspectors Daily Reports
IHD – Item History Date
LCS – Lane Closure System
NCR – North Central Region
PE – Project Engineer
PCMS – Portable Changeable Message Sign
PM – Project Manager
POCI – Project of Corporate Interest
PODI – Project of Division Interest
PS – Project Supervisor
RCCS – Region Contract Compliance Specialist
RTE – Region Traffic Engineer
RIMC – Region Incident Management Coordinator
ROW – Right of Way
SWECE – Storm Water Erosion Control Engineer
TMC – Traffic Management Center
USACE – Army Corps of Engineers